GEOS AGENCY PORTAL – ADMIN GUIDE

Georgia Environmental Protection Division (EPD)

enfoTech

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1   GEOS Overview

GEOS is an EPD Portal to provide the one-stop interface to allow the regulated community to submit information to EPD, and also to support the general public to query environmental data of their interests.

(A) <u>For EPD:</u>
GEOS will serve as a central platform for the EPD to review submission, permit management, compliance monitoring, and agency performance monitoring. Currently GEOS supports these functions for the EPD Air Branch and Water Branch with the ability to add additional branches as needed. GEOS offers the agency users the following functionality:

- Review submissions and track status at every step of the work flow
- Approve or deny submissions
- Manage permit status and issue permits
- Create and accept paper submissions
- Manage inspections and results
- Provide performance metrics reporting tools
- Manage public and agency users

(B) <u>For the Regulated Community:</u>
GEOS will serve as a central platform for the facility to manage permit applications, permits, reporting requirements, and compliance reports. GEOS offers online options for a wide spectrum of submittals, including:

- Environmental Permitting
  - o   Apply new permits
  - o   Amend permits
  - o   Renew permits

- Environmental Reporting
  - o   Submit compliance reports
  - o   Submit monitoring data

The initial launch will offer air permit options regulated under the Clean Air Act Title V Operation permit program, and surface water permit options required under the Clean Water Act Georgia Pollution Elimination System. EPD will continue to enhance the GEOS and offer additional online submittal features in the future.

1.1   Definitions, Acronyms, and Abbreviations

This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the System Design Document.

Table 1: Terminology

Term	Definition
GEOS	Georgia EPD Online System: Online submittal system for environmental data
GIS	Geographic Information System: Utility that allows for online mapping.
NPDES	National Pollutant Discharge Elimination System: Application for a permit to allow a POTW to discharge treated wastewater to the environment.
WLA	Waste Load Application: General information application submitted alongside the NPDES application.
Title V	Title V of 1990 Clean Air Act, the environmental law for the operation permits mandated under the 40CFR Part 70 regulations
XML	Extensible Mark-up Language

1.2   Prerequisites

In order to use the GEOS system, the user will need the following:

- Internet connection
- IE 7.0 or higher
- PDF file Viewer (for viewing PDF files only)
- iPad

2   Business Processes Overview

Having a clear understanding of the business process is necessary in order to utilize the administration controls properly. The administrator has the ability to customize several different processes that are used by the users. This section provides a high level system overview of entire application submission and management process which include:

- Account creation
- Submission and permit management
- Inspection management

2.1   Accounts and Security Management

GEOS manages two types of users – agency users and public users. GEOS provides separate portals for each user to login to handle each user's responsibility. The public user are given the responsibility to submit permit applications while the agency users are responsible of reviewing the submissions in a timely fashion. This section details the various processes in creating and managing accounts in GEOS.
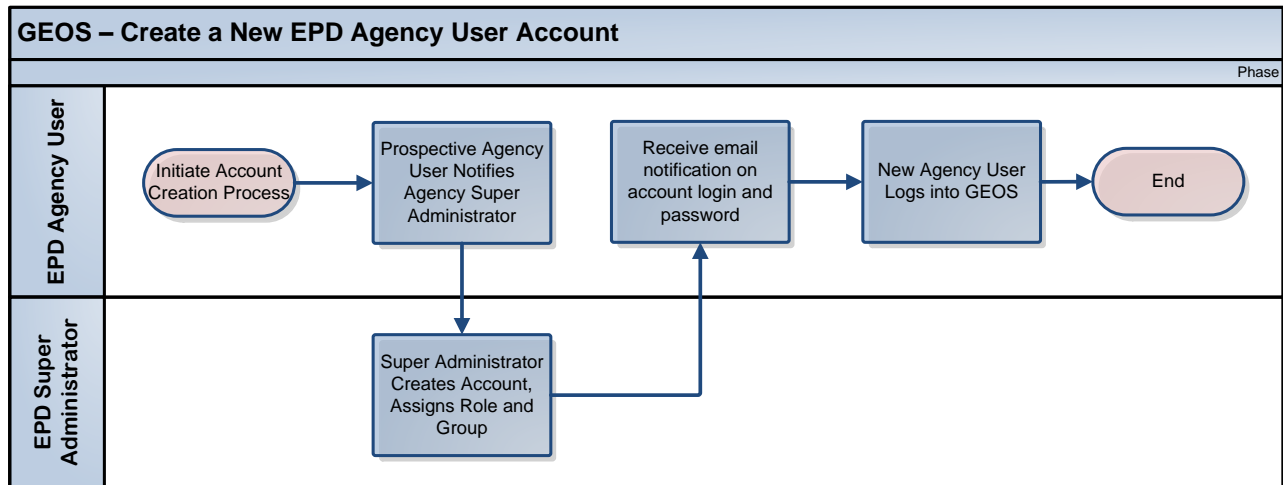
2.1.1   Public Account Creation

The diagram to the right outlines the steps necessary to create and activate an account.
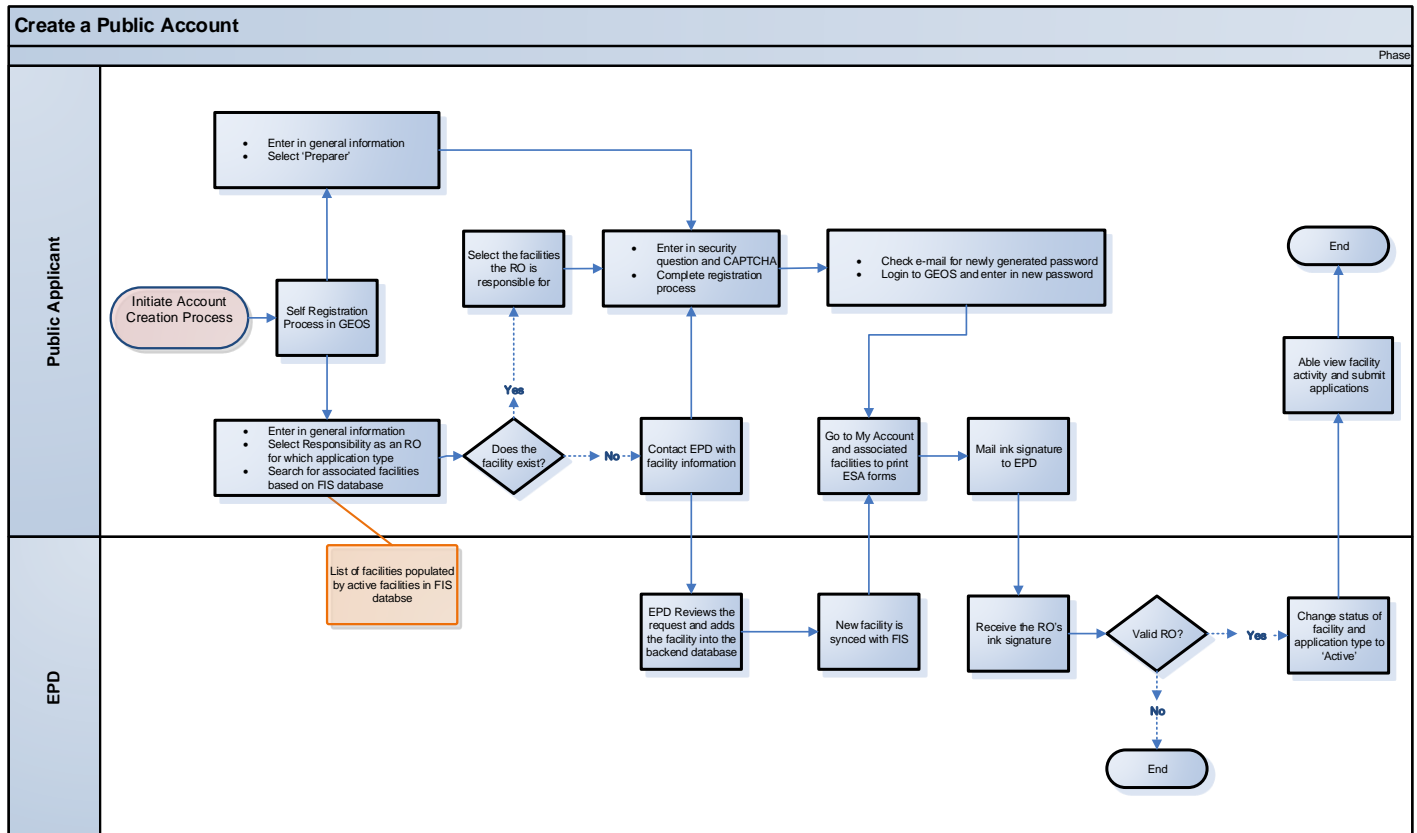
2.1.2 EPD to Create New User Accounts for EPD Staff

The diagram to the right provides a high level overview of how agency accounts are created.

GEOS – Create a New EPD Agency User Account

2.2 Submission and Permit Management

Currently GEOS handles, WLA, NPDES, and Title V submissions. Since these submissions each have a different process, it is important to note how their workflows differ. The below diagram displays a high level description of how applications are processed utilizing the GEOS system for both the Air and Water Branch.
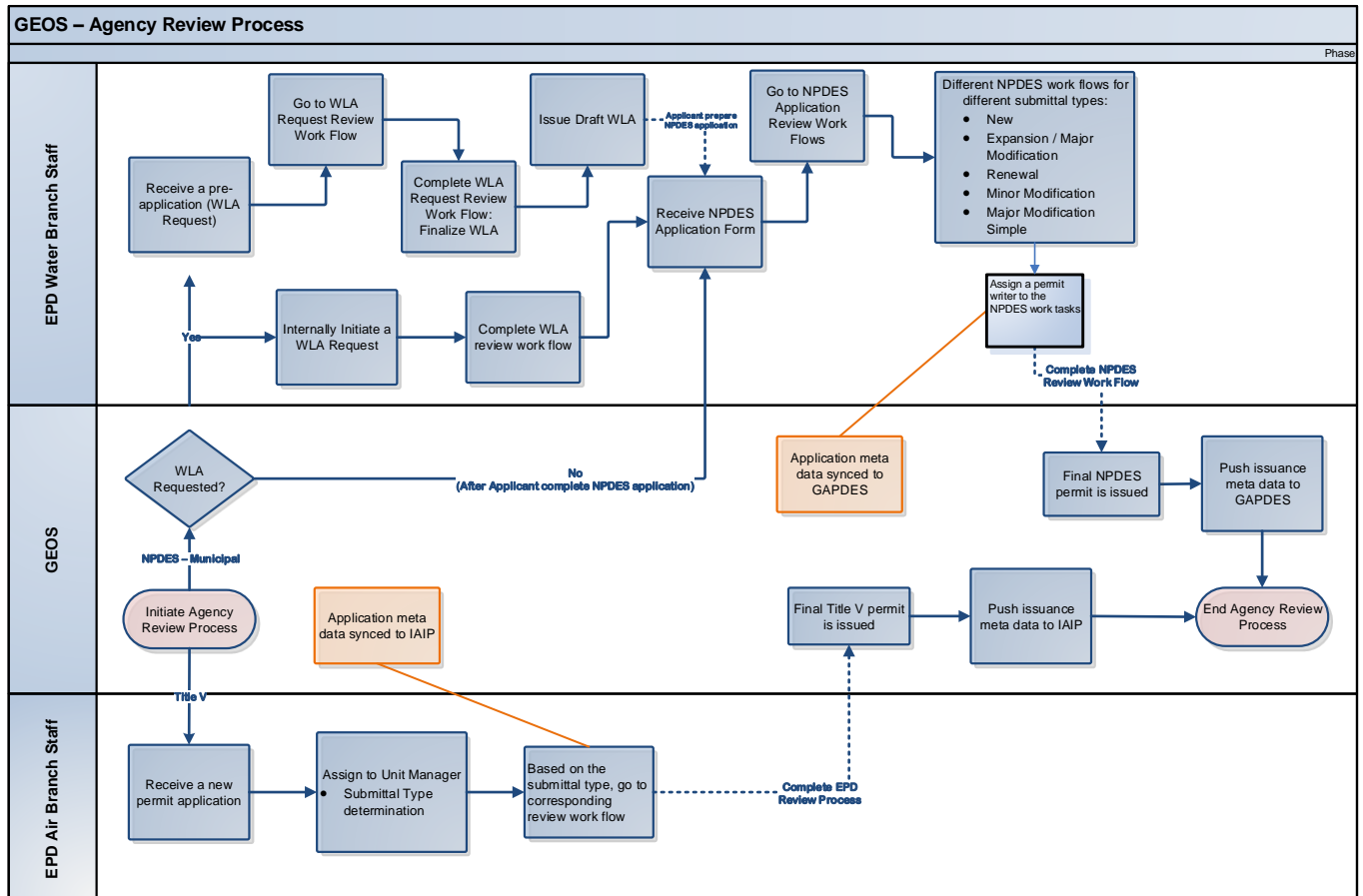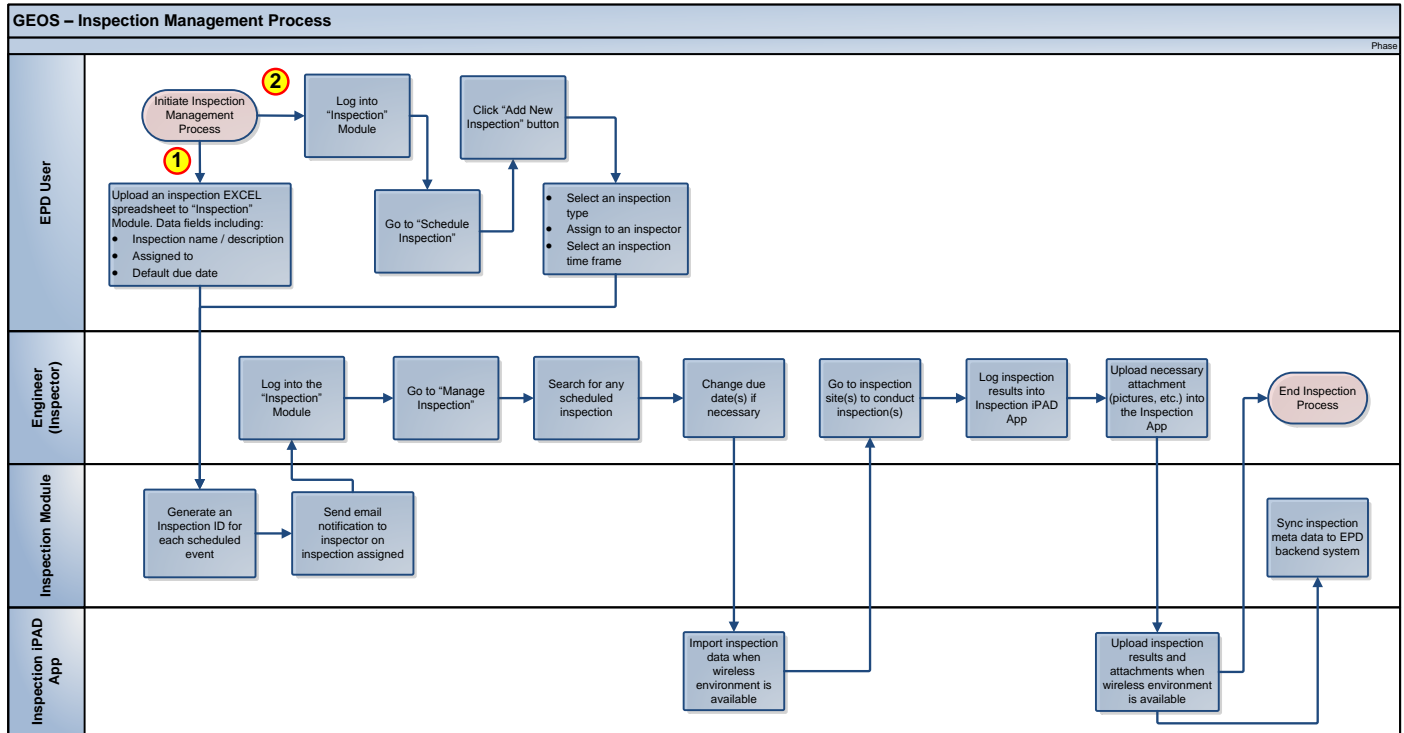

High Level Business Process for Application and Permit Management

2.3   Inspection Management

GEOS incorporates mobile technology in order to handle inspection. Inspectors can use the GEOS inspection application to sync the scheduled inspections and then records inspection results. The results can then be synced back into GEOS as long as the user can connect to the internet with the iPad. The below diagram outlines the work flow between the interaction of the inspector utilizing the iPAD, GEOS, and the Inspection Manager.

GEOS – Inspection Management Process

Phase

EPD User

Initiate Inspection Management Process ②

Log into "Inspection" Module

Click "Add New Inspection" button

① Upload an inspection EXCEL spreadsheet to "Inspection" Module. Data fields including:
- Inspection name / description
- Assigned to
- Default due date

Go to "Schedule Inspection"

- Select an inspection type
- Assign to an inspector
- Select an inspection time frame

Engineer (Inspector)

Log into the "Inspection" Module

Go to "Manage Inspection"

Search for any scheduled inspection

Change due date(s) if necessary

Go to inspection site(s) to conduct inspection(s)

Log inspection results into Inspection iPAD App

Upload necessary attachment (pictures, etc.) into the Inspection App

End Inspection Process

Inspection Module

Generate an Inspection ID for each scheduled event

Send email notification to inspector on inspection assigned

Sync inspection meta data to EPD backend system

Inspection iPAD App

Import inspection data when wireless environment is available

Upload inspection results and attachments when wireless environment is available

High Level Business Process Inspection Management

3   System Overview

In addition to understanding the business process, it is important to understand the system design so that the administrator can have a clear understanding of how the system interoperates with GEOS users and other systems. This section will outline two specific topics:

- System actors and business groups
- Data flow between GEOS and other systems

3.1   Summary of System Actors & Business Groups

One of the key tasks for an administrator is to understand the role of each type of users. The table below lists the types of users and their responsibilities that will be utilizing the GEOS system. Please see section 6.1 for a hierarchy diagram of how GEOS groups are organized.

ID	Program	Actor	Goals, Motives, and Usage Patterns
1	Public	Responsible Official (RO)	- Prepare and submit an application form - Apply, amend, renew, or withdraw NPDES or Title V permit - Manage permit applications and permit information - Manage User account and contact information - Use the system on a regular basis for data entry/query, correspondence, and tracking application review status
2	Public	Preparer (Prepare-only)	- Prepare an application form - Use the system on a regular basis for data entry/query, correspondence, tracking application review status
Water Branch			
3	Administration	Branch Chief / Director / Admin	- Sign on the final permit package - Uses the system on a regular basis for data query, reporting & to track performance metrics
4	WRP	Program Manager	- Conduct technical review and decision on permit application - Submit draft permit package to EPA and applicant - Submit final permit package to Branch Chief / Director - Security level lower than Chief / Director / Admin, but higher than Unit Manager - Uses the system on a regular basis to review/query data, generate report & track performance metrics
5	WRP – Municipal Unit	Unit Manager	- Conduct technical review on permit application - Submit draft permit package to WRP Program Manager - Security level lower than Program Manager, but higher than all the Staff within its Unit - Uses the system on a regular basis for document review and data entry
6	WRP – Municipal Unit	Permit Writer	- Conduct technical review on permit application - Submit draft permit package to Unit Manager - Correspond with permit applicant - Keep track of Public Comment Period - Uses the system on a regular basis for document review, correspondence and data entry

| ID	Program	Actor	Goals, Motives, and Usage Patterns
7	WRP – Industrial Unit	Unit Manager	- Conduct technical review on permit application - Submit draft permit package to WRP Program Manager - Security level lower than Program Manager, but higher than all the Staff within its Unit - Uses the system on a regular basis for document review and data entry
8	WRP – Industrial Unit	Permit Writer	- Conduct technical review on permit application - Submit draft permit package to Unit Manager - Correspond with permit applicant - Keep track of Public Comment Period - Uses the system on a regular basis for document review, correspondence and data entry
9	WPMP	Program Manager	Review, approve and sign off on the WLA memo and form
10	WPMP - Modeling Unit	Unit Manager	- Assign WLA to Unit Staff to initiate permit application review - Review and finalize WLA memo and form - Uses the system on a regular basis for document review and data entry
11	WPMP - Modeling Unit	Unit Staff	Provide technical review on permit application to develop / modify a water quality model and to prepare WLA memo and form
Air Branch			
12	Administration	Branch Chief / Director / Admin	- Conduct final management review - Issue final permit - Uses the system on a regular basis for data query, reporting & to track performance metrics
13	Permitting	Program Manager – SSPP	- Conduct internal manager review and final management review - Security level lower than Chief / Director / Admin, but higher than Manager - Uses the system on a regular basis for data query, reporting & to track performance metrics
14	Permitting	Manager – SSPP	- Assign engineer resource after a permit application is received - Conduct technical review on permit application - Security level lower than Program Manager, but higher than all the Staff within its Unit - Uses the system on a regular basis for document review and data entry
15	Permitting	Engineer	- Conduct technical review on permit application - Issue draft permit - Facilitate Public Comment Period - Revise permit based on public comments - Uses the system on a regular basis for document review, correspondence and data entry
16	SSCP	Program Manager	Conduct technical review on permit application

ID	Program	Actor	Goals, Motives, and Usage Patterns
			▪ Uses the system on a regular basis for document review and data entry
17	SSCP	Manager	▪ Conduct technical review on permit application
			▪ Uses the system on a regular basis for document review and data entry
18	SSCP	Engineer	▪ Conduct technical review on permit application
			▪ Uses the system on a regular basis for document review and data entry
19	ISMP	Program Manager	▪ Conduct technical review on permit application
			▪ Uses the system on a regular basis for document review and data entry
20	ISMP	Manager	▪ Conduct technical review on permit application
			▪ Uses the system on a regular basis for document review and data entry
21	ISMP	Engineer	▪ Conduct technical review on permit application
			▪ Uses the system on a regular basis for document review and data entry
22	MDU	Manager	▪ Conduct technical review for modelling
			▪ Uses the system on a regular basis for document review and data entry
23	MDU	Engineer	▪ Conduct technical review for modelling
			▪ Uses the system on a regular basis for document review and data entry

3.2   Overview of Data Flow between GEOS & Other Systems

GEOS is an extremely flexible system that allows data to be called upon or retrieved by other systems through web services. This lets the administrator decide on who should be able to retrieve data and what type of data needs to be retrieved allowing GEOS to adjust dynamically based on new requirements. Currently GEOS has data flow between three different systems. The three different flows are:

- GEOS to IAIP
- GEOS to GAPDES
- GEOS to FIS

Below is a high-level overview diagram of the data flow between systems.

High-level Overview: GEOS Data Flow Implementation
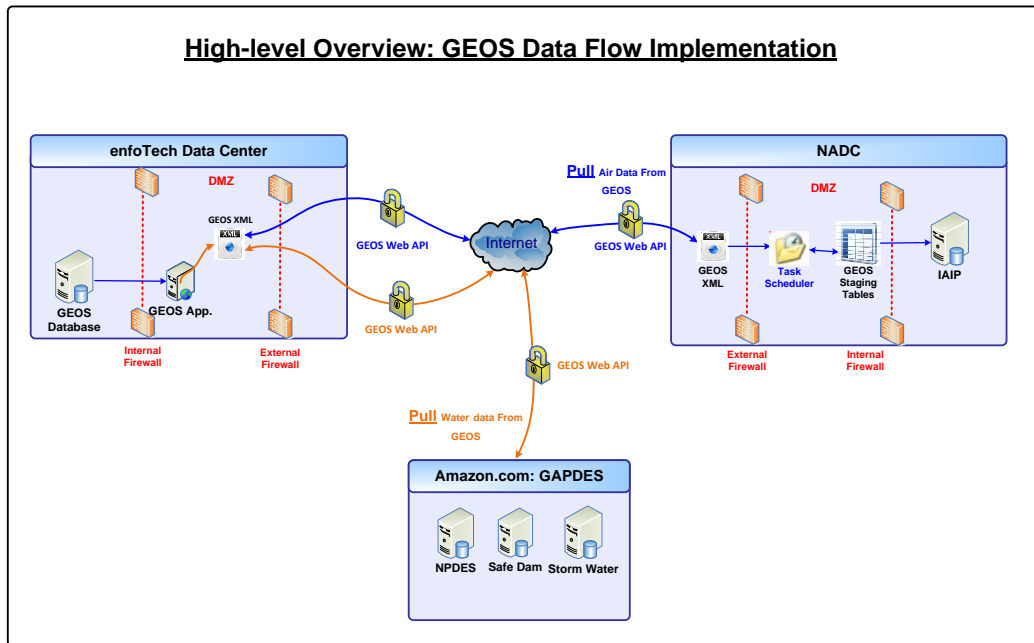
GEOS has incorporated web services to facilitate the transfer of data between systems. The GEOS Web-service API provides the ability for any external systems to request and receive GEOS data in XML format.

High-level Overview: GEOS Web-Service API
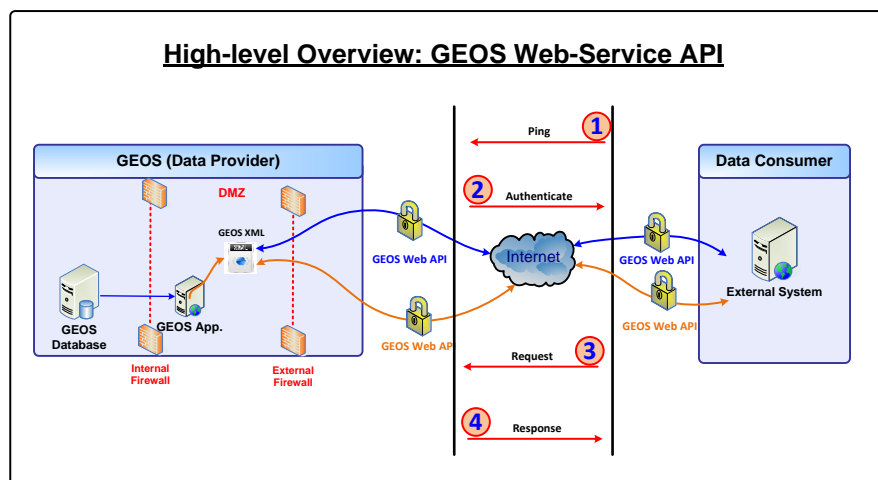
Currently GEOS has two types of web services. The first type of web services are called daily to update the data to the system that is calling the information regarding submission, withdrawals, work activities, inspection, and users. The second type of web services communicates between GEOS and FIS, where GEOS will pull information from FIS to populate facility data.

4 System Security Management

Configuring the security settings for users correctly will prevent unauthorized access and provide the correct visibility for the system users. The system administrator has several features to help them manage the security of their system. The system security management includes:
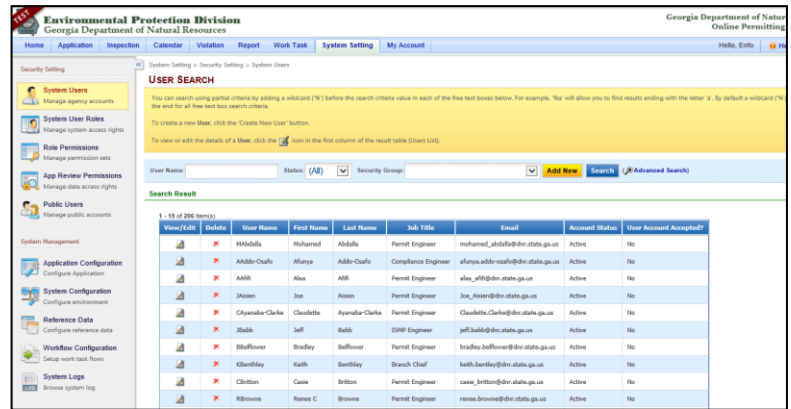
- Managing users
- Managing role and permissions
- Managing business group

4.1   Managing Users

Often times a user's account will need to be accessed to change certain information. The user account may need to be set to inactive to prevent the user from logging in to even resetting a password for a user. Users are managed in two separate groups – system users and public users. The system user interface manages the user on the agency side. From the 'System Setting' tab, the user can enter the 'System Users' module. From here, the administrator can view all the user accounts in the system. In the grid view, the user can delete user accounts by clicking the

 icon.

The administrator can use the search tool bar to filter out users. The administrator can either search by the username, status, or filter by the security group. If the administrator needs additional parameters to filter users, the administrator can use the 'Advanced Search' option. This gives them the ability to search users by first name, last name, e-mail, and if the user was accepted. By clicking on the ☐ icon, the user detail will be displayed. From this menu, the user can edit the user's general information to their group and roles. The administrator can remove the user from any group they are currently associated with by clicking on the ✕ icon. The opposite is true when the administrator clicks the 'Associate Groups' button. This will prompt a menu where the administrator can associate the user to multiple groups.

The administrator can also add new users by clicking on the 'Add New' icon. The administrator will be prompted to enter the user information

After all the general information has been filled, the administrator can choose a username for the user. The default status is set as 'Active' but the administrator can also set the status as 'Inactive'. If the status is set as 'Inactive', the user will not be able to use their account. The account settings has an additional indicator that states if the account is approved or not. This assists in the filtering of users that have not yet had their accounts approved. The user has to then be assigned a grouping. The group is an extremely important aspect in GEOS and will be explained in the later sections.

To finalize the account creation, the administrator has to click the 'Save User Info'. By saving the user, the account will be created and the group/role association menu will appear.
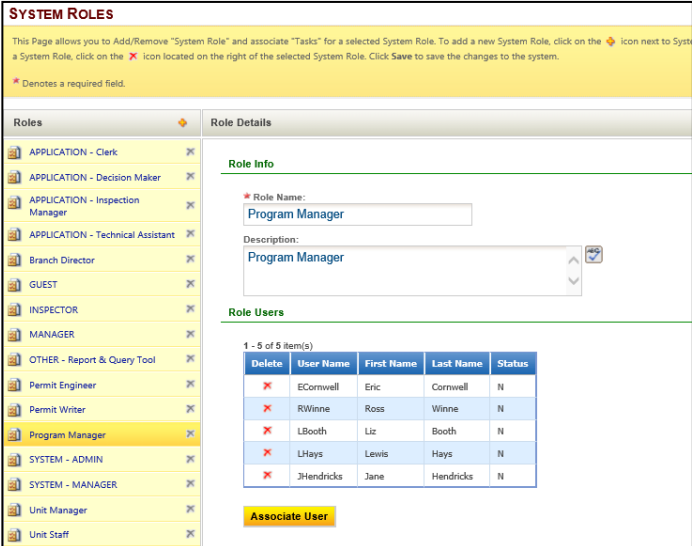
The groups will provide visibility for its members but without a role associated, the user will have no rights within the group. Please refer to section 6.1 to see the current grouping and role methodology used.

4.2 Manage Role & Permissions

Role settings will limit features accessible to the user assigned to a specific role. The 'System User Roles' gives the administrator the ability to change the role names and description. Additionally, the administrator can delete user roles in this section rather than having to go into every single user to remove their roles. The administrator can also associate users by clicking on the 'Associate User' button. By selecting the ⬥ icon, new roles can be created.
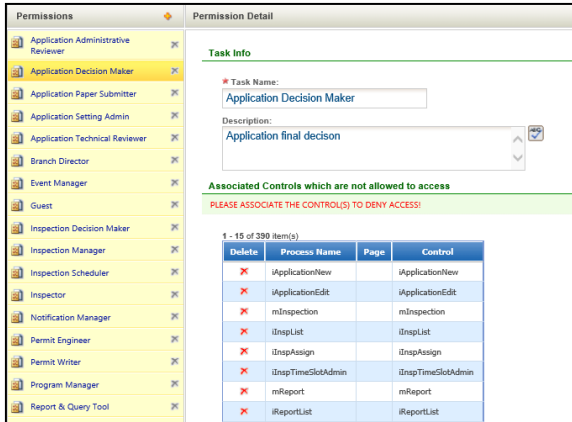
The role permission set defines what each role has access to which is based on how the role permissions are configured in the 'Role Permissions'.

Role permissions play an intricate part in governing security. In this section, the administrator can create new role permissions if they decide a new role is needed with specific accessibility to system actions.

The user can delete specific controls by clicking on the ✖ icon. The 'Page' column provides a reference of where the particular control is located. Each control has its own name and process name to allow the administrator to differentiate the controls.
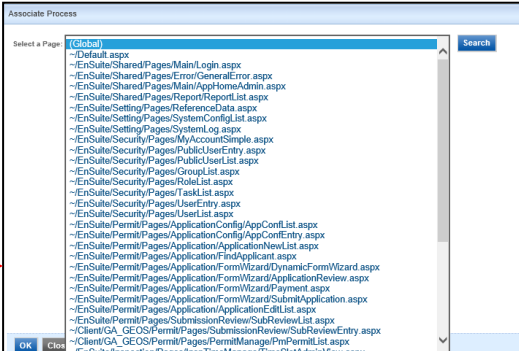
By clicking on the 'Associate Controls to Deny Access', the user can search controls based on the location. The user can then batch add controls by clicking the check box of the selected controls and selecting 'Ok'.
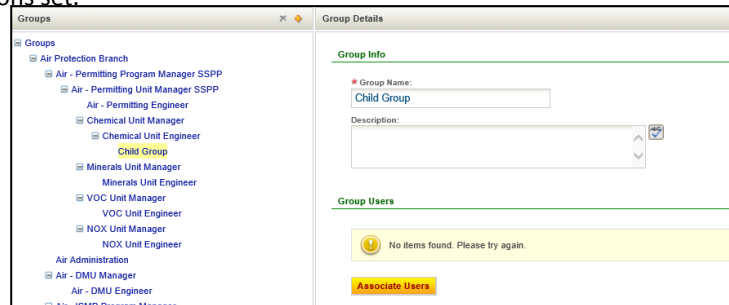
4.3 Manage Business Groups Setup

The administrator can effectively control user visibility in GEOS if the administrator has a systematic grouping methodology. The current grouping methodology can be viewed in section 6.1. In this menu, the current groups can be configured, deleted, and current configurations set.

By clicking the ![icon] icon, new groups can be added. To add a sub-group, select the group the sub-group will be added to. In the example to the right, since 'Chemical Unit Engineer' was selected, the sub-group or 'Child Group' was connected to 'Chemical Unit Engineer'. By clicking on the ![x] icon, the selected group can be deleted.

The child group can now have users associated by clicking on the 'Associate Users' button. The Group Data Set will control the data the group will be able to view. In this scenario, the child group is under the Air Protection Branch main group which would mean that the users in this group should be able to see CAA related data. In that case, the CAA should be selected and the information saved by clicking the 'Save Group'.

The list of current data sets are:

- Inspection Category: Manages whether the group has access to water or air inspection records
- Form: Controls which application forms the group can access
- Report Type: Manages the type of reports the group can see
- Inspection Type: Manages the inspection type the group can access
- Application: Controls which application type the group has access to
- Query: Allows the user to query the database under reports
- Report Folder: Determines which reports the user has access to base on which folder the reports are in

5 System Configuration Management

The administrator is given complete control in how the system operates. It is possible that on occasions the system settings will need to be modified due to new requirements. The settings can be broken down to:

- Applications
- System environment
- Reference data
- Work flow
- System log

5.1 Configure Application Properties

The system allows for the administrator to modify the configurations of the applications available in GEOS so that items maybe added or modified based on new requirements. The administrator can configure application aspects that include:

- General information
- Types of documents needed to be uploaded
- Message templates
- Application properties
- Subsystem connection

The administrator can select which application type they want to modify.

Once selected, the user can change the application name, code, and status. By setting the status as 'Inactive', the application can no longer be accessed. Further selections can be made such as which program the application should belong to, along with other categories.

The application image can be changed from this section.

From this section, general information of where supporting documents need to be mailed, faxed, or paid can be edited. This is where the information will be pulled for auto-fill reasons during permit application processes by public users.

In the package setting, the administrator can configure the attachment portion of the application, fee, inspection, issuance, and reviewer. The administrator can configure if an attachment is required, add additional attachment types, what types of files can be uploaded, and set its requirements. If the submittal includes multiple forms, the attachment can be configured from the 'Form Setting' section.

Under the 'Issuance' tab, the administrator can set trigger conditions and set restrictions.

The 'Form Setting' tab allows the administrator to control individual sections of the application. The user can add additional sections or delete sections. The user can also set if the section is optional, not applicable, etc.

The administrator can access the 'Message Template' tab in this section to customize their message templates. The administrator can set the templates as 'Active' or 'Inactive', change the format, and insert 'Tags' such as %first_name%, which will let the system replace the %first_name% with the user's first name.

The notification tab contains information that will be used to display notifications.

One of the more commonly used tabs is the 'Application Property'. In this section, the user can disable disclaimers, change options from required to optional, or even just remove features such as application withdrawal.

The 'SubSystem' tab should only be altered if a new sub system has been configured and ready to be associated with GEOS.

5.2 Configure System Environment

The system allows for the administrator to modify the configurations of the system environment available in GEOS so that items maybe added or modified based on new requirements. The aspects that the administration can control are:

- Report server
- Email server
- Email templates
- Task frequency
- Security questions
- Document types accepted in GEOS
- Web service
- GEOS time

The system environment effects items that contain external controls. The first tab associates the location of the 'Report Server' with GEOS. If the link is broken, the reporting tools cannot be used.

Similarly, if the e-mail server links are broken, e-mails will not be generated by GEOS. If the administrator needs to change e-mail servers, the configuration can be done in the 'Email Server' tab.

System generated e-mails are all based on templates. The templates can be easily altered in the 'Email Template' tab. The tab itself provides a drop down with the template description so the administrator can find which template they would like to alter.

The 'Task' tab lets the administrator set the schedule for when certain actions should be performed and how often they should be performed. For example, the user can set 'Notification Reminder' to daily and it will run once a day at the scheduled time.

From this section, the administrator also administrator can modify the security questions.

By clicking on the button, the user can change the question and set the grouping of the questions.

In certain cases the user might want to modify the types of files that can be attached in the system. The administrator can define which extensions that the system will accept as attachments in the 'Document Type' tab.

Additional web services can also be added or deleted as more of GEOS begins to utilize or terminate services.

The administrator can modify the atomic time of the system by configuring where the time is being retrieved from.

5.3 Maintain & Update Reference Data

Maintaining proper data is extremely important with any database, so GEOS allows the administrator to update commonly used tables through this module. This module breaks down and groups similar tables together. The user can select a table and add new or edit existing data.

5.4 Manage Work Flow Setup

Workflows can sometimes change and when this occurs the administrator can enter the 'Work Flow Configuration' module to modify the current work flows. The work flow main menu can allow the user to turn a work flow to inactive and allows the administrator to group certain work flows together. By clicking on the 🟠 icon, the user can add new
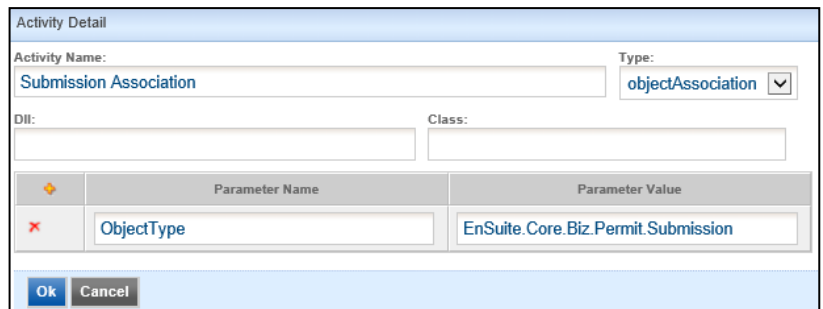
fields in the grid. By clicking on the ✖, the administrator can remove certain conditions from the grid.

Through the 'Process' tab, the user can see the task group list. New workflows can be inserted here if a new task needs to be added to the grouping. The groups can be set as sequential or parallel. If the execute type runs parallel, all work tasks will trigger at the same time. If the administrator wants to create a completely new work flow, then they can click on the 'New Process' button to begin a new workflow configuration.

The user can add plugins and remove plugins to activate certain functions. To view more detail on how a current object operates, the user can click on the ✚ icon to view which object the work task is utilizing.

5.5   Keep Track of System Logs

The administrator can view the system's log through the 'System Log' menu. The user can filter out the type of logs by using the search tool bar above the search result. The administrator can also filter by the message and date range to search for certain occurrences. Since system logs can become lengthy and overwhelming, the administrator has been giving a purge option to clear all system logs.

By clicking on the 💬 icon, the administrator can view the detail of what occurred in the system at what date and time.

This Page allows you to use search panel to search for system log information.

Type: (All) ▾ Message: [   ] Date Range: 07/24/2014 ~ 07/31/2014 [Search] [Purge]

Search Result

1 - 15 of 968 item(s)

Detail	Log Message	Message Type	Log Date
💬	'admin' login successfully from 172.168.168.254!	Information	7/31/2014 4:55:42 PM
💬	'admin' login successfully from 172.168.168.254!	Information	7/31/2014 4:53:05 PM
💬	'admin' login successfully from 172.168.168.254!	Information	7/31/2014 4:41:18 PM
💬	[Error URL: http://uat.govonlinesaas.com/GA/Agency/EnSuite/Permit/Pages/Application/FormWizard/DynamicFormWizard.aspx?query=PGLVRN9og0WTmm5vPWz4fxomSJxjXmPxDPp56e6VS5+HFdzVMxXN5NMGA1dX7KCL] Column 'RuleID' does not belong to table Table1.	Error	7/31/2014 3:46:27 PM
💬	[Error URL: http://uat.govonlinesaas.com/GA/Agency/EnSuite/Permit/Pages/Application/FormWizard/DynamicFormWizard.aspx?query=PGLVRN9og0WTmm5vPWz4fxomSJxjXmPxDPp56e6VS5+HFdzVMxXN5NMGA1dX7KCL] Column 'RuleID' does not belong to table Table1.	Error	7/31/2014 3:46:26 PM
💬	[Error URL: http://uat.govonlinesaas.com/GA/Agency/EnSuite/Permit/Pages/Application/FormWizard/DynamicFormWizard.aspx?query=PGLVRN9og0WTmm5vPWz4fxomSJxjXmPxDPp56e6VS5+HFdzVMxXN5NMGA1dX7KCL] Column 'RuleID' does not belong to table Table1.	Error	7/31/2014 3:46:25 PM
💬	'admin' login successfully from 172.168.168.254!	Information	7/31/2014 3:44:15 PM
💬	'admin' login successfully from 172.168.168.254!	Information	7/31/2014 3:14:24 PM
💬	'admin' login successfully from 172.168.168.254!	Information	7/31/2014 2:30:54 PM
💬	'admin' login failed from 172.168.168.254!	Information	7/31/2014 2:24:10 PM
	ncy/EnSuite/Security/Pages/GroupList.aspx 168.168.254!	Information	7/31/2014 1:29:13 PM

6 Other Helpful Information

6.1 Agency User Group Setup
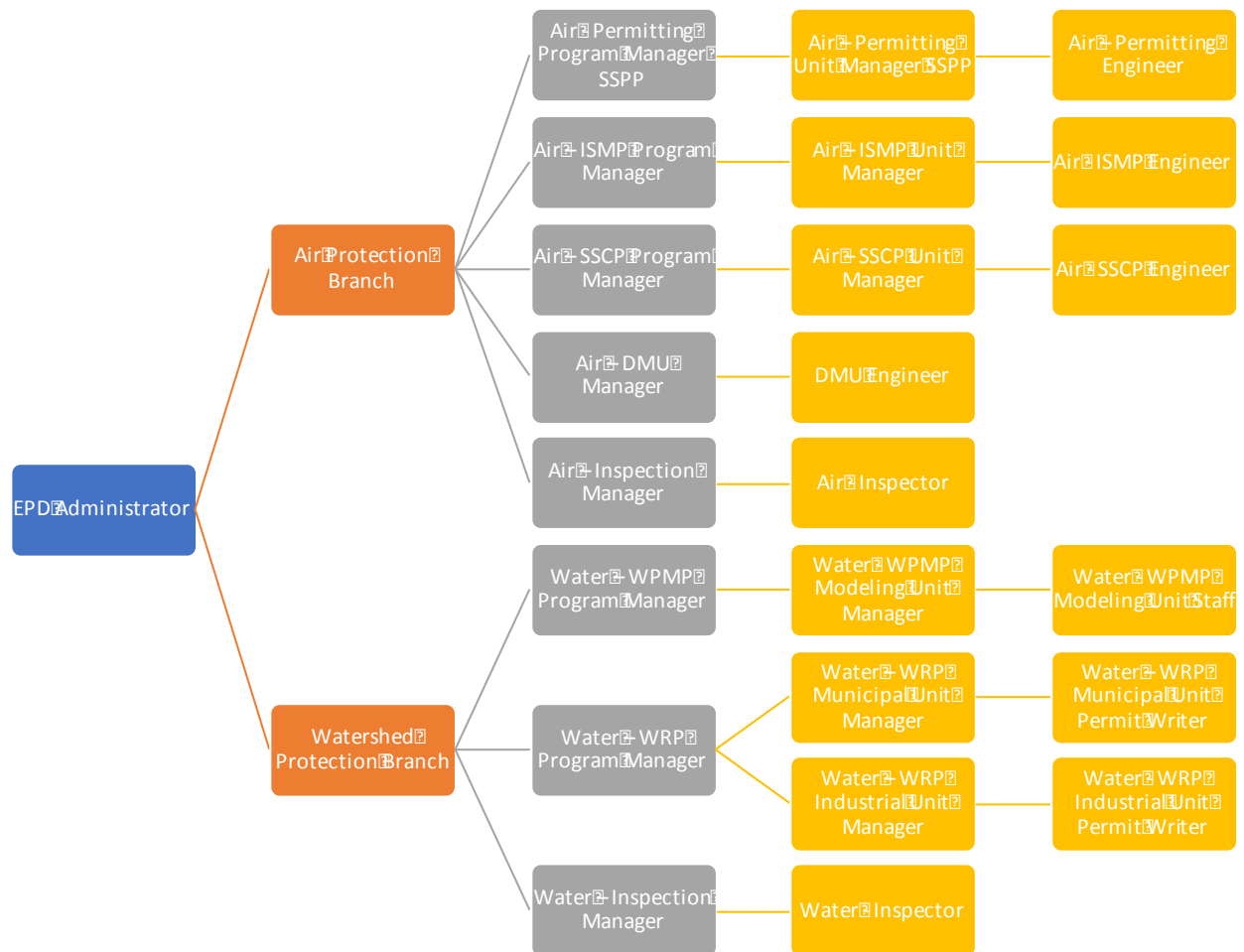
ID	Business Group	Data Type Access Rights	Role
1	EPD Administrator	Access to all application types, application forms, all issuance types and inspection types.	Administrator
2	Air Protection Branch	Access to all air related application types, all air permit application forms, all air issuance types and air inspection type; a subset of EPD Administrator	Branch Director
3	Watershed Protection Branch	Access to all water related application types, all water permit application forms, all water issuance types and water inspection type; a subset of EPD Administrator	Branch Director
4	Air – Permitting Program Manager SSPP	Access to Title V application type, all Title V application forms, Title V permit issuance and air inspection type; a subset of Air Protection Branch	Program Manager
5	Air - Permitting Unit Manager SSPP	Access to Title V application type, all Title V application forms, Title V permit issuance and air inspection type; a subset of Air – Permitting Program Manager SSPP	Unit Manager
6	Air – Permitting Engineer	Access to Title V application type, all Title V application forms, Title V permit issuance and air inspection type; a subset of Air - Permitting Unit Manager SSPP	Permit Engineer

ID	Business Group	Data Type Access Rights	Role
7	Air – ISMP Program Manager	Access to Title V application type, all Title V application forms, Title V permit issuance and air inspection type; a subset of Air Protection Branch	Program Manager
8	Air – ISMP Unit Manager	Access to Title V application type, all Title V application forms, Title V permit issuance and air inspection type; a subset of Air – ISMP Program Manager	Unit Manager
9	Air – ISMP Engineer	Access to Title V application type, all Title V application forms, Title V permit issuance and air inspection type; a subset of Air – ISMP Unit Manager	Permit Engineer
10	Air – SSCP Program Manager	Access to Title V application type, all Title V application forms, Title V permit issuance and air inspection type; a subset of Air Protection Branch	Program Manager
11	Air – SSCP Unit Manager	Access to Title V application type, all Title V application forms, Title V permit issuance and air inspection type; a subset of Air – SSCP Program Manager	Unit Manager
12	Air – SSCP Engineer	Access to Title V application type, all Title V application forms, Title V permit issuance and air inspection type; a subset of Air – SSCP Unit Manager	Permit Engineer
ID	Business Group	Data Type Access Rights	Role
13	Air – DMU Manager	Access to Title V application type, all Title V application forms, Title V permit issuance and air inspection type; a subset of Air Protection Branch	Unit Manager
14	Air – DMU Engineer	Access to Title V application type, all Title V application forms, Title V permit issuance and air inspection type; a subset of Air – DMU Manager	Permit Engineer
15	Air – Inspection Manager	Access to air inspection type; a subset of Air Protection Branch	Inspection Manager
16	Air - Inspector	Access to air inspection type; a subset of Air – Inspection Manager	Inspector
17	Water – WPMP Program Manager	Access to NPDES Municipal application type, all NPDES Municipal application forms, NPDES Municipal permit issuance and water inspection type; a subset of Water Protection Branch	Program Manager
18	Water – WPMP Modeling Unit Manager	Access to NPDES Municipal application type, all NPDES Municipal application forms, NPDES Municipal permit issuance and water inspection type; a subset of Water – WPMP Program Manager	Unit Manager
19	Water – WPMP Modeling Unit Staff	Access to NPDES Municipal application type, all NPDES Municipal application forms, NPDES Municipal permit issuance and water inspection type; a subset of Water – WPMP Modeling Unit Manager	Unit Staff
20	Water – WRP Program Manager	Access to NPDES Municipal application type, all NPDES Municipal application forms, NPDES Municipal permit issuance and water inspection type; a subset of Water Protection Branch	Program Manager
21	Water – WRP Municipal Unit Manager	Access to NPDES Municipal application type, all NPDES Municipal application forms, NPDES Municipal permit issuance and water inspection type; a subset of Water – WRP Program Manager	Unit Manager
22	Water – WRP Municipal Unit Permit Writer	Access to NPDES Municipal application type, all NPDES Municipal application forms, NPDES Municipal permit issuance and water inspection type; a subset of Water – WRP Municipal Unit Manager	Permit Writer

ID	Business Group	Data Type Access Rights	Role
21	Water – WRP Industrial Unit Manager	Access to NPDES Municipal application type, all NPDES Industrial application forms, NPDES Industrial permit issuance and water inspection type; a subset of Water – WRP Program Manager	Unit Manager
22	Water – WRP Industrial Unit Permit Writer	Access to NPDES Municipal application type, all NPDES Industrial application forms, NPDES Industrial permit issuance and water inspection type; a subset of Water – WRP Industrial Unit Manager	Permit Writer
23	Water – Inspection Manager	Access to water inspection type; a subset of Watershed Protection Branch	Inspection Manager
24	Water - Inspector	Access to water inspection type; a subset of Water – Inspection Manager	Inspector

ID	Role	Module					
		Application	Inspection	Calendar	Report	Work Task	System Setting
1	Administrator	X	X	X	X	X	X
2	Branch Director	X	X	X	X	X	Access to "System Users" and "Public Users" only
3	Program Manager	X	X	X	X	X	Access to "System Users" and "Public Users" only
4	Unit Manager	X	X	X	X	X	Access to "System Users" and "Public Users" only
5	Permit Engineer	Cannot reassign task	N/A	Access to "Task Calendar" only	X	Access to "My Task" only	N/A
6	Permit Writer	Cannot reassign task	N/A	Access to "Task Calendar" only	X	Access to "My Task" only	N/A
7	Unit Staff	Cannot reassign task	N/A	Access to "Task Calendar" only	X	Access to "My Task" only	N/A
8	Inspection Manager	Read-only access	X	Access to "Inspection Calendar" only	N/A	N/A	N/A
9	Inspector	Read-only access	Access to "Inspection Management" only	Access to "Inspection Calendar" only	N/A	N/A	

6.2 Permit Status Descriptions

GEOS Permit Status	Permit Status Description
Issued	Permit has been issued.
Expired	Permit has expired; this occurs when the applicant fails to renew the permit before the permit expiration date; no further action can be performed against the submission.
Termination	Permit has terminated and is no longer valid.

Extension	The permit was given an extension and given a new expiration date.

6.3 Application Status Descriptions

GEOS Application Status	Application Status Description
Scheduled	The application has a task has been scheduled and the work task has not been completed.
Admin Review Start	The application is ready for the agency to start the review process.
Terminated	The application was requested and approved for termination. The application can no longer be altered and all work flow halted.
Revised Archived	The application was requested and approved for revision. The application can no longer be altered and all work flow is halted. A new application was created with the data from the revised application.
Permit Issued	The permit has been issued to the applicant.
Admin Review Completed	All attachments have been submitted, fee has been paid in full, and application form is complete; Submission ID remains the same when status is updated.
Public Comment Period Open	The application is in the public notice stage and is awaiting for a public announcement date.
Public Comment Period Closed	The public notice stage is complete.
Pre- Application Review Complete	The application has had all work activities completed for the pre-application.
Submitted - All Components Included	System automatically updates submission to this status when user submits an application if all attachments have been submitted and fee has been paid in full; application form is yet to be reviewed by agency staff.
Submitted - Some Components Missing	System automatically updates submission to this status when user submits an application and a pre-application was not needed.
Approved	Application has been approved and permit can be issued to the user/facility.
Withdraw	Application has been withdrawn by the Applicant; Submission ID remains the same when status is updated, but submission is closed and no further work can be performed on the submission.
Denied	Permit has been denied due to various reasons; Submission ID remains the same when status is updated.
Closed	All materials have not been submitted for agency user to issue a permit; application was previously in Incomplete status for a significant amount of time (manual determination by agency user); Submission ID remains the same when status is updated.
GEOS Application Status	Application Status Description
On Hold	Application is placed on hold due to various reasons (applicant cannot be reached, site cannot be accessed, etc.); time clock to process a submission stops and is resumed once application is taken off this status to another status (i.e. technical review complete).

GEOS Application Status	Application Status Description
Rejected	Application has been rejected for a permit (either because permit is not needed or work has already been completed); with this status, application has reached a terminal status and no further work can be performed against the same submission record; Submission ID remains the same when status is updated as such; applicant/agency user must make a new submission to request for a permit.

6.4 Inspection Status Descriptions

Status	Description
Cancelled	Inspection has been cancelled and does not need to be conducted anymore.
Completed	The inspection has been completed
Not in Compliance	Compliance Inspection completed and site inspection results are in violation of provisions associated to permit
Not Ready	Application has not been Accepted for GEOS to schedule inspection records
Compliant	Compliance Inspection completed and Site inspection results are in compliance of provisions associated to permit
Requested	Applicant has requested an inspection for an available date and time
Request Ready	Application is ready for applicant to schedule based on available inspection dates and times
Scheduled	Inspector has accepted to conduct inspection on a specified date and time

7 Appendix

7.1 Workflow

7.1.1 Title V Work Flow

Work Task	Assigned To	Special Data Elements To Be Tracked	TV-I	TV-R	TV-AA	TV-MMM / MME	TV-SM / SME	TV-5b10 / 5b10E	PSD-NM / NME	PSD-M / ME	SIP-A / AE	SIP-AS	SIP-A1E	SIP-APNE	SIP-B / BE	SIP-SM / SME
Submittal Type Determination	SIC Group Determination to Unit Manager	1. Submittal Type Assignment 2. Accepted to Expedited Program? 3. Assign to Engineer: (drop-down selection)	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
Public Advisory Determination	Permit Engineer	Radio button "PA Needed?" to track	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
Technical Review - SSPP Engineer	Permit Engineer	1. For Expedited type, fee tracked at "Payment" tab; 2. Assign to ISMP Manager: 3. Assign to ISMP Engineer:	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑

Review - Branch Chief	Review																
Final Management Review - Directors Office	Approved	--	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
Final Permit Issued	Permit Issued	Allow user to specify a permit issued date	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
Minimum Data Elements Tracked At Each Step	Due date; Staff Assignment; GEOS Application Status; Task Status (scheduled, completed, overdue, cancelled) ; Approval / Denial decision; Date of completion (default to current date by system); Comments; Reassignment, if needed																

7.1.1.1　Title V – Initial

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination	No	Manager – SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	238
3	Technical Review - Internal Review	Yes	Engineer - ISMP, Manager - ISMP, Engineer - SSCP, Manager - SSCP	21
4	Incorporate Internal Review Comments	Yes	Engineer - Permitting	14
5	Unit Manager Review	Yes	Manager - SSPP	14
6	Program Manager Review	No	Program Manager	7
7	Draft Permit Issuance	Yes (draft permit)	Engineer - Permitting	
8	Waiting for Facility to Notify Public Notice Ready	No	Engineer - Permitting	30
9A	Public Notice (Published by Facility)	No	Engineer - Permitting	30
9B	EPA Comment Period	No	Engineer - Permitting	45
10	Revised Permit based on comments	Yes (Final Permit)	Engineer - Permitting	7
11	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	7
12	Final Management Review - PM	No	Program Manager	7
13	Final Management Review - Branch Chief	No	Administration	
14	Final Management Review - Directors Office	No	Administration	
15	Final Permit Issued	Yes (Final Permit)	Administration	5

7.1.1.2　Title V – Renewal

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination		Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	238
3	Technical Review - Internal Review	Yes, track change version(s)?	Engineer - ISMP, Manager - ISMP, Engineer - SSCP, Manager - SSCP	21
4	Incorporate Internal Review Comments	Yes	Engineer - Permitting	14

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
5	Unit Manager Review	Yes	Manager - SSPP	14
6	Program Manager Review	No	Program Manager	7
7	Draft Permit Issuance	Yes (draft permit)	Engineer - Permitting	
8	Waiting for Facility to Notify Public Notice Ready	No	Engineer - Permitting	30
9A	Public Notice (Published by Facility)	No	Engineer - Permitting	30
9B	EPA Comment Period	No	Engineer - Permitting	45
10	Revised Permit based on comments	Yes (Final Permit)	Engineer - Permitting	7
11	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	7
12	Final Management Review - PM	No	Program Manager	7
13	Final Management Review - Branch Chief	No	Administration	
14	Final Management Review - Directors Office	No	Administration	
15	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.3   Title V - Administrative Amendment

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination	No	Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	17
3	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	5
4	Final Management Review - PM	No	Program Manager	1
5	Final Management Review - Branch Chief	No	Administration	
6	Final Management Review - Directors Office	No	Administration	
7	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.4   Title V - Minor Modification

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination	No	Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	25
3	Technical Review - Internal Review	Yes, track change version(s)?	Engineer - ISMP, Manager - ISMP, Engineer - SSCP, Manager - SSCP	21
4	Incorporate Internal Review Comments	Yes	Engineer - Permitting	7
5	Unit Manager Review	Yes	Manager - SSPP	7
6	Program Manager Review	No	Program Manager	7
7	Draft Permit Issuance	Yes (draft permit)	Engineer - Permitting	
8	EPA Comment Period	No	Engineer - Permitting	45

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
9	Revised Permit based on comments	Yes (Final Permit)	Engineer - Permitting	
10	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	
11	Final Management Review - PM	No	Program Manager	1
12	Final Management Review - Branch Chief	No	Administration	
13	Final Management Review - Directors Office	No	Administration	
14	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.5   Title V - Minor Modification – Expedited

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination		Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	26
3	Technical Review - Internal Review	Yes, track change version(s)?	Engineer - ISMP, Manager - ISMP, Engineer - SSCP, Manager - SSCP	10
4	Incorporate Internal Review Comments	Yes	Engineer - Permitting	7
5	Unit Manager Review	Yes	Manager - SSPP	7
6	Program Manager Review	No	Program Manager	7
7	Draft Permit Issuance	Yes (draft permit)	Engineer - Permitting	
8	EPA Comment Period	No	Engineer - Permitting	45
9	Revised Permit based on comments	Yes (Final Permit)	Engineer - Permitting	
10	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	
11	Final Management Review - PM	No	Program Manager	1
12	Final Management Review - Branch Chief	No	Administration	
13	Final Management Review - Directors Office	No	Administration	
14	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.6   Title V - Significant Modification

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination		Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	53
3A	Technical Review - Modeling		Engineer - DMU, Manager - DMU	60
3B	Technical Review - Internal Review	Yes, track change version(s)?	Engineer - ISMP, Manager - ISMP, Engineer - SSCP, Manager - SSCP	21
4	Incorporate Internal Review Comments	Yes	Engineer - Permitting	14
5	Unit Manager Review	Yes	Manager - SSPP	14

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
6	Program Manager Review	No	Program Manager	7
7	Draft Permit Issuance	Yes (draft permit)	Engineer - Permitting	
8	Waiting for Facility to Notify Public Notice Ready	No	Engineer - Permitting	30
9A	Public Notice (Published by Facility)	No	Engineer - Permitting	30
9B	EPA Comment Period	No	Engineer - Permitting	45
10	Revised Permit based on comments	Yes (Final Permit)	Engineer - Permitting	7
11	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	7
12	Final Management Review - PM	No	Program Manager	7
13	Final Management Review - Branch Chief	No	Administration	
14	Final Management Review - Directors Office	No	Administration	
15	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.7   Title V - Significant Modification - Expedite

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination		Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	32
3A	Technical Review - Modeling		Engineer - DMU, Manager - DMU	60
3B	Technical Review - Internal Review	Yes, track change version(s)?	Engineer - ISMP, Manager - ISMP, Engineer - SSCP, Manager - SSCP	10
4	Incorporate Internal Review Comments	Yes	Engineer - Permitting	7
5	Unit Manager Review	Yes	Manager - SSPP	7
6	Program Manager Review	No	Program Manager	7
7	Draft Permit Issuance	Yes (draft permit)	Engineer - Permitting	
8	Waiting for Facility to Notify Public Notice Ready	No	Engineer - Permitting	30
9A	Public Notice (Published by Facility)	No	Engineer - Permitting	30
9B	EPA Comment Period	No	Engineer - Permitting	45
10	Revised Permit based on comments	Yes (Final Permit)	Engineer - Permitting	3
11	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	3
12	Final Management Review - PM	No	Program Manager	3
13	Final Management Review - Branch Chief	No	Administration	
14	Final Management Review - Directors Office	No	Administration	
15	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.8   Title V - 502(b)10

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination	No	Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	62
3	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	14
4	Final Management Review - PM	No	Program Manager	7
5	Final Management Review - Branch Chief	No	Administration	
6	Final Management Review - Directors Office	No	Administration	
7	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.9   Title V - 502(b)10 - Expedited

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination	No	Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	44
3	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	7
4	Final Management Review - PM	No	Program Manager	7
5	Final Management Review - Branch Chief	No	Administration	
6	Final Management Review - Directors Office	No	Administration	
7	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.10   PSD - No Modeling

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination	No	Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	53
3A	Technical Review - Modeling	No	Engineer - DMU, Manager - DMU	60
3B	Technical Review - Internal Review	Yes	Engineer - ISMP, Manager - ISMP, Engineer - SSCP, Manager - SSCP	21
4	Incorporate Internal Review Comments	Yes	Engineer - Permitting	14
5	Unit Manager Review	Yes	Manager - SSPP	14
6	Program Manager Review	No	Program Manager	7
7	Draft Permit Issuance	Yes (draft permit)	Engineer - Permitting	
8	Waiting for Facility to Notify Public Notice Ready	No	Engineer - Permitting	30
9A	Public Notice (Published by Facility)	No	Engineer - Permitting	30
9B	EPA Comment Period	No	Engineer - Permitting	45
10	Revised Permit based on comments	Yes (Final Permit)	Engineer - Permitting	7

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
11	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	7
12	Final Management Review - PM	No	Program Manager	7
13	Final Management Review - Branch Chief	No	Administration	
14	Final Management Review - Directors Office	No	Administration	
15	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.11 PSD - Modeling Required

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination	No	Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	113
3A	Technical Review - Modeling	No	Engineer - DMU, Manager - DMU	90
3B	Technical Review - Internal Review	Yes	Engineer - ISMP, Manager - ISMP, Engineer - SSCP, Manager - SSCP	21
4	Incorporate Internal Review Comments	Yes	Engineer - Permitting	14
5	Unit Manager Review	Yes	Manager - SSPP	14
6	Program Manager Review	No	Program Manager	7
7	Draft Permit Issuance	Yes (draft permit)	Engineer - Permitting	
8	Waiting for Facility to Notify Public Notice Ready	No	Engineer - Permitting	30
9A	Public Notice (Published by Facility)	No	Engineer - Permitting	30
9B	EPA Comment Period	No	Engineer - Permitting	45
10	Revised Permit based on comments	Yes (Final Permit)	Engineer - Permitting	7
11	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	7
12	Final Management Review - PM	No	Program Manager	7
13	Final Management Review - Branch Chief	No	Administration	
14	Final Management Review - Directors Office	No	Administration	
15	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.12 PSD-No Modeling - Expedited

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination		Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	25
3A	Technical Review - Modeling		Engineer - DMU, Manager - DMU	60
3B	Technical Review - Internal Review	Yes, track change version(s)?	Engineer - ISMP, Manager - ISMP, Engineer - SSCP, Manager - SSCP	21

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
4	Incorporate Internal Review Comments	Yes	Engineer - Permitting	14
5	Unit Manager Review	Yes	Manager - SSPP	14
6	Program Manager Review	No	Program Manager	7
7	Draft Permit Issuance	Yes (draft permit)	Engineer - Permitting	
8	Waiting for Facility to Notify Public Notice Ready	No	Engineer - Permitting	30
9A	Public Notice (Published by Facility)	No	Engineer - Permitting	30
9B	EPA Comment Period	No	Engineer - Permitting	45
10	Revised Permit based on comments	Yes (Final Permit)	Engineer - Permitting	7
11	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	7
12	Final Management Review - PM	No	Program Manager	7
13	Final Management Review - Branch Chief	No	Administration	
14	Final Management Review - Directors Office	No	Administration	
15	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.13 PSD - Modeling Required - Expedited

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination		Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	56
3A	Technical Review - Modeling		Engineer - DMU, Manager - DMU	60
3B	Technical Review - Internal Review	Yes, track change version(s)?	Engineer - ISMP, Manager - ISMP, Engineer - SSCP, Manager - SSCP	21
4	Incorporate Internal Review Comments	Yes	Engineer - Permitting	14
5	Unit Manager Review	Yes	Manager - SSPP	14
6	Program Manager Review	No	Program Manager	7
7	Draft Permit Issuance	Yes (draft permit)	Engineer - Permitting	
8	Waiting for Facility to Notify Public Notice Ready	No	Engineer - Permitting	30
9A	Public Notice (Published by Facility)	No	Engineer - Permitting	30
9B	EPA Comment Period	No	Engineer - Permitting	45
10	Revised Permit based on comments	Yes (Final Permit)	Engineer - Permitting	7
11	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	7
12	Final Management Review - PM	No	Program Manager	7
13	Final Management Review - Branch Chief	No	Administration	
14	Final Management Review - Directors Office	No	Administration	
15	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.14 SIP – Major

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination	No	Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	53
3	Technical Review - Internal Review	Yes	Engineer - ISMP, Manager - ISMP, Engineer - SSCP, Manager - SSCP	21
4	Incorporate Internal Review Comments	Yes	Engineer - Permitting	14
5	Unit Manager Review	Yes	Manager - SSPP	14
6	Program Manager Review	No	Program Manager	7
7	Draft Permit Issuance	Yes (draft permit)	Engineer - Permitting	
8	Waiting for Facility to Notify Public Notice Ready	No	Engineer - Permitting	30
9	Public Notice (Published by Facility)	No	Engineer - Permitting	30
10	Revised Permit based on comments	Yes (Final Permit)	Engineer - Permitting	7
11	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	7
12	Final Management Review - PM	No	Program Manager	7
13	Final Management Review - Branch Chief	No	Administration	
14	Final Management Review - Directors Office	No	Administration	
15	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.15 SIP - Major Expedited

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination	No	Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	36
3A	Technical Review - Internal Review	Yes	Engineer - ISMP, Manager - ISMP, Engineer - SSCP, Manager - SSCP	10
4	Incorporate Internal Review Comments	Yes	Engineer - Permitting	14
5	Unit Manager Review	Yes	Manager - SSPP	14
6	Program Manager Review	No	Program Manager	7
7	Draft Permit Issuance	Yes (draft permit)	Engineer - Permitting	
8	Waiting for Facility to Notify Public Notice Ready	No	Engineer - Permitting	30
9	Public Notice (Published by Facility)	No	Engineer - Permitting	30
10	Revised Permit based on comments	Yes (Final Permit)	Engineer - Permitting	7
11	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	7
12	Final Management Review - PM	No	Program Manager	7
13	Final Management Review - Branch Chief	No	Administration	

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
14	Final Management Review - Directors Office	No	Administration	
15	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.16   SIP - Major (112(g), NSR, PSD)

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination	No	Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	53
3A	Technical Review - Modeling	No	Engineer - DMU, Manager - DMU	60
3B	Technical Review - Internal Review	Yes	Engineer - ISMP, Manager - ISMP, Engineer - SSCP, Manager - SSCP	21
4	Incorporate Internal Review Comments	Yes	Engineer - Permitting	14
5	Unit Manager Review	Yes	Manager - SSPP	14
6	Program Manager Review	No	Program Manager	7
7	Draft Permit Issuance	Yes (draft permit)	Engineer - Permitting	
8	Waiting for Facility to Notify Public Notice Ready	No	Engineer - Permitting	30
9	Public Notice (Published by Facility)	No	Engineer - Permitting	30
10	Revised Permit based on comments	Yes (Final Permit)	Engineer - Permitting	7
11	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	7
12	Final Management Review - PM	No	Program Manager	7
13	Final Management Review - Branch Chief	No	Administration	
14	Final Management Review - Directors Office	No	Administration	
15	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.17   SIP - Major (112(g) - Expedited

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination	No	Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	36
3A	Technical Review - Modeling	No	Engineer - DMU, Manager - DMU	60
3B	Technical Review - Internal Review	Yes	Engineer - ISMP, Manager - ISMP, Engineer - SSCP, Manager - SSCP	10
4	Incorporate Internal Review Comments	Yes	Engineer - Permitting	14
5	Unit Manager Review	Yes	Manager - SSPP	14
6	Program Manager Review	No	Program Manager	7
7	Draft Permit Issuance	Yes (draft permit)	Engineer - Permitting	

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
8	Waiting for Facility to Notify Public Notice Ready	No	Engineer - Permitting	30
9	Public Notice (Published by Facility)	No	Engineer - Permitting	30
10	Revised Permit based on comments	Yes (Final Permit)	Engineer - Permitting	7
11	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	7
12	Final Management Review - PM	No	Program Manager	7
13	Final Management Review - Branch Chief	No	Administration	
14	Final Management Review - Directors Office	No	Administration	
15	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.18   SIP - Major (PSD/NSR) - Expedited

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination		Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	50
3A	Technical Review - Modeling		Engineer - DMU, Manager - DMU	60
3B	Technical Review - Internal Review	Yes, track change version(s)?	Engineer - ISMP, Manager - ISMP, Engineer - SSCP, Manager - SSCP	10
4	Incorporate Internal Review Comments	Yes	Engineer - Permitting	7
5	Unit Manager Review	Yes	Manager - SSPP	7
6	Program Manager Review	No	Program Manager	7
7	Draft Permit Issuance	Yes (draft permit)	Engineer - Permitting	
8	Waiting for Facility to Notify Public Notice Ready	No	Engineer - Permitting	30
9	Public Notice (Published by Facility)	No	Engineer - Permitting	30
10	Revised Permit based on comments	Yes (Final Permit)	Engineer - Permitting	7
11	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	7
12	Final Management Review - PM	No	Program Manager	7
13	Final Management Review - Branch Chief	No	Administration	
14	Final Management Review - Directors Office	No	Administration	
15	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.19   SIP - Minor

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination	No	Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	77

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
3	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	5
4	Final Management Review - PM	No	Program Manager	1
5	Final Management Review - Branch Chief	No	Administration	
6	Final Management Review - Directors Office	No	Administration	
7	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.20   SIP - Minor Expedited

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination	No	Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	32
3	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	5
4	Final Management Review - PM	No	Program Manager	1
5	Final Management Review - Branch Chief	No	Administration	
6	Final Management Review - Directors Office	No	Administration	
7	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.21   SIP - Synthetic Minor

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination	No	Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	77
3	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	5
4	Final Management Review - PM	No	Program Manager	1
5	Final Management Review - Branch Chief	No	Administration	
6	Final Management Review - Directors Office	No	Administration	
7	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.1.22   SIP - Synthetic Minor - Expedited

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
1	Submittal Type Determination	No	Manager - SSPP	5
2A	Public Advisory Determination	No	Engineer - Permitting	5
2B	Technical Review - SSPP Engineer	Yes	Engineer - Permitting	52
3	Final Management Review - UC	Yes (Final Permit)	Manager - SSPP	5
4	Final Management Review - PM	No	Program Manager	1
5	Final Management Review - Branch Chief	No	Administration	
6	Final Management Review - Directors Office	No	Administration	

#	Work Task Name	Upload Permit Document?	Work Group Assignment	Duration (Days)
7	Final Permit Issued	Yes (Final Permit)	Administration	

7.1.2 Wastewater Workflow

7.1.2.1 Municipal NPDES General Permit[2]/Industrial NPDES General Permit[3]/Municipal LAS General Permit[4] Work Flow – New/Renewal/Modification

#	Work Task Name [5]	GEOS Application Status	Upload Permit Documents?	Work Group Assignment	Duration (Days)
1	Application Received	Admin Review	No	Automatic	N/A
2A1	Design Development Report (DDR) Assignment	Admin Review	No	Automatic	N/A
2A2	Design Development Report (DDR) Review	Admin Review	No	Permit Writer	45
2B1	Anti-degradation Assignment	Admin Review	No	Automatic	N/A
2B2	Anti-degradation Analysis	Admin Review	No	Permit Writer	45
2C1	Environmental Information Document Assignment	Admin Review	No	Automatic	N/A
2C2	Environmental Information Document Review	Admin Review	No	Permit Writer	45
3	Completeness Review	Admin Review Complete	No	Permit Writer	10
4	Technical Review	Technical Reivew	Yes	Permit Writer	90
5	Unit Manager Review	Technical Reivew	Yes	Unit Manager	10
6	Program Manager Review	Technical Reivew	No	Program Manager	10
7	EPA Review (optional)	Technical Reivew Complete	No	Permit Writer	End date entered by Permit Writer; if no end date, go to Step 8
8	Final Permit to Branch Chief/Director's Office[6]	Approved	No	Program Manager	10
9	Final Action	Permit Issued	Yes (Final Permit) [7]	Permit Writer	N/A
10	Push Final Permit to GAPDES/ICIS	Permit Issued	No	Permit Writer	3

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[2] Municipal NPDES General Permit includes GAG820000 (Pesticide), GAG640000 (Backwash), GAG550000 (PID), GAG960000 (Gwinnett), and GAG600000 (City of Pooler).

[3] Industrial NPDES General Permit includes GAG100000 (Settle Pond), GAG200000 (Non-Contact Cooling Water), and GAG300000 (Mining).

[4] Municipal LAS General Permit includes GAG78000 (Large Community), GAG620000 (Domestic Septage).

[5] GEOS will display current Work Task to Applicant.

[6] This task is only applied to Municipal permits.

[7] All previous versions of final permit documents should be deleted.

7.1.2.2 Municipal NPDES General Permit[8]/Industrial NPDES General Permit[9]/Municipal LAS General Permit[10] Work Flow – Termination

#	Work Task Name [11]	GEOS Application Status	Upload Permit Documents?	Work Group Assignment	Duration (Days)
1	Application Received	Admin Review	No	Automatic	N/A
2	Completeness Review	Admin Review Complete	No	Permit Writer	10
3	Unit Manager Review	Technical Reivew	Yes	Unit Manager	10
4	Program Manager Review	Technical Reivew	No	Program Manager	10
5	Final Action	Permit Issued	Yes (Final Permit) [12]	Permit Writer	10
6	Push Final Permit to GAPDES/ICIS	Permit Issued	No	Permit Writer	NA

7.1.2.3 Individual Municipal NPDES Permit/Individual Industrial NPDES Permit/Municipal LAS Permit/Industrial LAS Permit/CAFO/Pretreatment Work Flow - New/Renewal/Major Modification

#	Work Task Name [13]	GEOS Application Status	Upload Permit Documents?	Work Group Assignment	Duration (Days)
1	Application Received	Admin Review	No	Automatic	N/A
2A1	Design Development Report (DDR) Assignment	Admin Review	No	Automatic	N/A
2A2	Design Development Report (DDR) Review	Admin Review	No	Permit Writer	45
2B1	Anti-degradation Assignment	Admin Review	No	Automatic	N/A
2B2	Anti-degradation Analysis	Admin Review	No	Permit Writer	45
2C1	Environmental Information Document Assignment	Admin Review	No	Automatic	N/A
2C2	Environmental Information Document Review	Admin Review	No	Permit Writer	45
3	Completeness Review	Admin Review Complete	No	Permit Writer	10
4	Technical Review	Technical Reivew	Yes	Permit Writer	90
5	Unit Manager Review	Technical Reivew	Yes	Unit Manager	10
6	Program Manager Review	Technical Reivew	No	Program Manager	10
7	Draft Permit Issuance	Technical Reivew	Yes	Permit Writer	2
8	Public Notice	Technical Reivew	Yes	Permit Writer	30
9	End of Public Comment Period	Technical Reivew	Yes	Permit Writer	N/A

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[8] Municipal NPDES General Permit includes GAG820000 (Pesticide), GAG640000 (Backwash), GAG550000 (PID), GAG960000 (Gwinnett), and GAG600000 (City of Pooler).

[9] Industrial NPDES General Permit includes GAG100000 (Settle Pond), GAG200000 (Non-Contact Cooling Water), and GAG300000 (Mining).

[10] Municipal LAS General Permit includes GAG78000 (Large Community), GAG620000 (Domestic Septage).

[11] GEOS will display current Work Task to Applicant.

[12] All previous versions of final permit documents should be deleted.

[13] GEOS will display current Work Task to Applicant.

#	Work Task Name [13]	GEOS Application Status	Upload Permit Documents?	Work Group Assignment	Duration (Days)
10	Revised Permit Based on Comments	Technical Reivew	Yes	Permit Writer	30
11	EPA Review (optional)	Technical Reivew Complete	No	Permit Writer	End date entered by Permit Writer; if no end date, go to Step 8
12	Final Permit to Branch Chief/Director's Office	Approved	No	Program Manager	10
13	Final Action	Permit Issued	Yes (Final Permit) [14]	Permit Writer	N/A
14	Push Final Permit to GAPDES/ICIS	Permit Issued	No	Permit Writer	3

7.1.2.4 Individual Municipal NPDES Permit/Individual Industrial NPDES Permit/Municipal LAS Permit/Industrial LAS Permit/CAFO/Pretreatment Work Flow – Minor Modification

#	Work Task Name [15]	GEOS Application Status	Upload Permit Documents?	Work Group Assignment	Duration (Days)
1	Application Received	Admin Review	No	Automatic	N/A
2A1	Design Development Report (DDR) Assignment	Admin Review	No	Automatic	N/A
2A2	Design Development Report (DDR) Review	Admin Review	No	Permit Writer	45
2B1	Anti-degradation Assignment	Admin Review	No	Automatic	N/A
2B2	Anti-degradation Analysis	Admin Review	No	Permit Writer	45
2C1	Environmental Information Document Assignment	Admin Review	No	Automatic	N/A
2C2	Environmental Information Document Review	Admin Review	No	Permit Writer	45
3	Completeness Review	Admin Review Complete	No	Permit Writer	10
4	Technical Review	Technical Reivew	Yes	Permit Writer	90
5	Unit Manager Review	Technical Reivew	Yes	Unit Manager	10
6	Program Manager Review	Technical Reivew	No	Program Manager	10
7	Final Permit to Branch Chief/Director's Office	Approved	No	Program Manager	10
8	Final Action	Permit Issued	Yes (Final Permit) [16]	Permit Writer	N/A
9	Push Final Permit to GAPDES/ICIS	Permit Issued	No	Permit Writer	3

7.1.2.5 Individual Municipal NPDES Permit/Individual Industrial NPDES Permit/Municipal LAS Permit/Industrial LAS Permit/CAFO/Pretreatment Work Flow – Termination

#	Work Task Name [17]	GEOS Application Status	Upload Permit Documents?	Work Group Assignment	Duration (Days)

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[14] All previous versions of final permit documents should be deleted.

[15] GEOS will display current Work Task to Applicant.

[16] All previous versions of final permit documents should be deleted.

#	Work Task Name [17]	GEOS Application Status	Upload Permit Documents?	Work Group Assignment	Duration (Days)
1	Application Received	Admin Review	No	Automatic	N/A
2	Completeness Review	Admin Review Complete	No	Permit Writer	10
3	Unit Manager Review	Technical Reivew	Yes	Unit Manager	10
4	Program Manager Review	Technical Reivew	No	Program Manager	10
5	Public Notice	Technical Reivew	Yes	Permit Writer	30
6	End of Public Comment Period	Technical Reivew	Yes	Permit Writer	N/A
7	Final Permit to Branch Chief/Director's Office	Approved	No	Program Manager	2
8	Final Action	Permit Issued	Yes (Final Permit) [18]	Permit Writer	10
9	Push Final Permit to GAPDES/ICIS	Permit Issued	No	Permit Writer	NA

7.1.2.6   Underground Injection Control Work Flow – New/Renewal/Modification

#	Work Task Name [19]	GEOS Application Status	Upload Permit Documents?	Work Group Assignment	Duration (Days)
1	Application Received	Admin Review	No	Automatic	N/A
2A	Completeness Review	Admin Review Complete	No	Permit Writer	10
2B	Technical Review	Reivew	Yes	Permit Writer	30
3	Unit Manager Review	Technical Reivew	Yes	Unit Manager	10
4	Program Manager Review	Technical Reivew	No	Program Manager	10
5	Final Permit to Branch Chief/Director's Office	Approved	No	Program Manager	2
6	Final Action	Permit Issued	Yes (Final Permit) [20]	Permit Writer	10
10	Push Final Permit to GAPDES/ICIS	Permit Issued	No	Permit Writer	NA

7.1.2.7   Underground Injection Control Work Flow – Termination

#	Work Task Name [21]	GEOS Application Status	Upload Permit Documents?	Work Group Assignment	Duration (Days)

[17] GEOS will display current Work Task to Applicant.

[18] All previous versions of final permit documents should be deleted.

[19] GEOS will display current Work Task to Applicant.

[20] All previous versions of final permit documents should be deleted.

#	Work Task Name [21]	GEOS Application Status	Upload Permit Documents?	Work Group Assignment	Duration (Days)
1	Application Received	Admin Review	No	Automatic	N/A
2	Completeness Review	Admin Review Complete	No	Permit Writer	10
3	Unit Manager Review	Technical Reivew	Yes	Unit Manager	10
4	Program Manager Review	Technical Reivew	No	Program Manager	10
5	Final Action	Permit Issued	Yes (Final Permit) [22]	Permit Writer	10
6	Push Final Permit to GAPDES/ICIS	Permit Issued	No	Permit Writer	NA

7.1.2.8 Underground Injection Control Pilot Test Work Flow

#	Work Task Name [23]	GEOS Application Status	Upload Permit Documents?	Work Group Assignment	Duration (Days)
1	Application Received	Admin Review	No	Automatic	N/A
2	Completeness Review	Admin Review Complete	No	Permit Writer	10
3	Technical Review	Technical Reivew	Yes	Permit Writer	60
4	Final Action	Permit Issued	Yes (Final Permit) [24]	Permit Writer	N/A

7.1.2.9 GEFA Work Flow

#	Work Task Name [25]	GEOS Application Status	Upload Permit Documents?	Work Group Assignment	Duration (Days)
1	Application Received	Admin Review	No	Automatic	N/A
2	Completeness Review	Admin Review Complete	No	Permit Writer	10
3	Technical Review	Technical Reivew	Yes	Permit Writer	90
4	Unit Manager Review	Technical Reivew	Yes	Unit Manager	10
5	Program Manager Review	Technical Reivew	No	Program Manager	10
6	Final Permit to Branch Chief/Director's Office	Approved	No	Program Manager	10
7	Final Action	Permit Issued	Yes (Final Permit) [26]	Permit Writer	N/A
8	End of Public Comment Period	Public Comment Period Closed	No	Permit Writer	N/A
9	Respond to Comments		Yes	Permit Writer	30
10	Issue Letter	Permit Issued	Yes	Permit Writer	N/A

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[21] GEOS will display current Work Task to Applicant.

[22] All previous versions of final permit documents should be deleted.

[23] GEOS will display current Work Task to Applicant.

[24] All previous versions of final permit documents should be deleted.

[25] GEOS will display current Work Task to Applicant.

[26] All previous versions of final permit documents should be deleted.

7.1.2.10 WLA Request Form Work Flow

#	Work Task Name [27]	GEOS Application Status	Upload Permit Documents?	Work Group Assignment	Duration [28](Days)
1	Wasteload Allocation Request Assignment	Pre-Application Review	No	Modeling Unit Manager	3
2	Wasteload Allocation Development	Pre-Application Review	No	Modeling Unit Staff	30
3	Wasteload Allocation Unit Manager Review	Pre-Application Review	No	Modeling Unit Manager	10
4	Wasteload Allocation Program Manager Review	Pre- Application Review	Yes	Planning & Monitoring Program Manager	7
5	Wasteload Allocation Branch Program Manager's Internal Review	Pre- Application Review	No	Modeling Unit Manager	10
6	Wasteload Finalized	Pre- Application Review Complete	Yes (final wasteload documents) [29]	Planning & Monitoring Program Manager	5

7.1.3 GEOS-NOI Work Flow

7.1.3.1 Stormwater Construction General Permit

7.1.3.1.1 Work Flow for NOI (Stand Alone/ Infrastructure/ Common Development – Primary Permittee/ Common Development – Secondary Permittee/ Common Development – Blanket/ Common Development – Tertiary Permittee, F1-F4)

SEQ #	Work Task Name	Optional / Mandatory	Upload Document?	Work Group Assignment	Default Task Duration (Days)	Issuance?	Special Data Elements to be Tracked (besides person, due date, complete date, task status, comments)	Template
1	Technical Review	O	No	Technical Assistant	14	N		1) TA Review Form
2	Automatic Approval	M	No	Automatic	14		Task will automatically be completed, issuance approved and issued, and Email notification sent after 14 days	1) Email Template

7.1.3.1.2 Work Flow for NOT (Notice of Termination, F5)

SEQ #	Work Task Name	Optional / Mandatory	Upload Document?	Work Group Assignment	Default Task Duration (Days)	Issuance?	Special Data Elements to be Tracked (besides person, due date, complete date, task status, comments)	Template
1	Technical Review	O	No	Technical Assistant	14	N		2) TA Review Form

7.1.3.2 Stormwater Industrial General Permit

7.1.3.2.1 Industrial NOI (Notice of Intent) Work Flow

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[27] GEOS will display both current Work Task and GEOS Application Status to Applicant.

[28] For both NPDES and Title V application forms, the duration days are calendar days. (Durations of 3 days or less should be business days for NPDES)

[29] Any previous versions of uploaded documents are destroyed.

SEQ #	Work Task Name	Optional / Mandatory	Upload Document?	Work Group Assignment	Default Task Duration (Days)	Issuance?	Special Data Elements to be Tracked (besides person, due date, complete date, task status, comments)	Template
1	Technical Review	M	YES	Technical Assistant	5	YES		Email notification sent after Acceptance

7.1.3.2.2   Industrial NEE (No Exposure Exclusion) Work Flow

SEQ #	Work Task Name	Optional / Mandatory	Upload Document?	Work Group Assignment	Default Task Duration (Days)	Issuance?	Special Data Elements to be Tracked (besides person, due date, complete date, task status, comments)	Template
1	Technical Review	M	YES	Technical Assistant	5	YES		Email notification sent after Acceptance

7.1.3.2.3   Industrial NOT (Notice of Termination) Work Flow

SEQ #	Work Task Name	Optional / Mandatory	Upload Document?	Work Group Assignment	Default Task Duration (Days)	Issuance?	Special Data Elements to be Tracked (besides person, due date, complete date, task status, comments)	Template
1	Technical Review	M	YES	Technical Assistant	5	YES		Email notification sent after Acceptance