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1 Overview of GEOS

GEOS is an EPD Portal that provides the one-stop interface the ability 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) For the Regulated Community:
GEOS will serve as a central platform for the facility to manage permit applications, permits, reporting requirements, and compliance reports. The GEOS system offers online options for a wide spectrum of submittals, including:

- Environmental Permitting
  - Apply new permits
  - Amend permits
  - Renew permits
- Environmental Reporting
  - Submit compliance reports
  - 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 system and offer additional online submittal features in the future.

GEOS offers the following functions for the regulated community:

- Establish a user account and manage all submittals online.
- Apply environmental permits, certificates, licenses, and other environmental issuances online.
- Submit environmental compliance reports.
- Monitor the processing status of all online submittals and allows correspondence with EPD Staff.
- Keep track of all submission history.
- Manage past and current environmental issuances for record keeping, amendment, renewal, and termination.

(B) For the General Public:
The GEOS offers an online tool for the general public to:

- Participate in obtaining public notices, and provide comment on draft permits proposed by EPD.
- Query environmental permits
- Submit complaints

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>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOS</td>
<td>Georgia EPD Online System: Online submittal system for environmental data.</td>
</tr>
<tr>
<td>FIS</td>
<td>Facility Identification System</td>
</tr>
<tr>
<td>FIMS</td>
<td>Fee Information Management System</td>
</tr>
<tr>
<td>LEMIR</td>
<td>Land Environmental Management Information Repository.</td>
</tr>
<tr>
<td>GIS</td>
<td>Geographic Information System: Utility that allows for online mapping.</td>
</tr>
<tr>
<td>NPDES</td>
<td>National Pollutant Discharge Elimination System: Application for a permit to allow a POTW to discharge treated wastewater to the environment.</td>
</tr>
<tr>
<td>WLA</td>
<td>Waste Load Application: General information application submitted alongside the NPDES application.</td>
</tr>
<tr>
<td>Title V</td>
<td>Title V of 1990 Clean Air Act, the environmental law for the operation permits mandated under the 40CFR Part 70 regulations.</td>
</tr>
</tbody>
</table>
## 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)

2 Public Site Account Management

If you plan to submit data through GEOS, you will need to establish a user account. This section explains the types of users and details on how to create and manage an account.

If you do not plan to make any online submittal, you do not need an account. You could query data or submit an anonymous complaint without a user account.

2.1 Account Types in GEOS Public Portal

Currently, GEOS has two types of public accounts – Responsible Official and Preparer. It is important for the user to identify their role because each account has different access privileges. The table below explains in detail the difference between the two account types.

<table>
<thead>
<tr>
<th>User Type</th>
<th>Purpose</th>
<th>Account Privileges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Official (RO)</td>
<td>Only the RO account can certify and submit applications in GEOS.</td>
<td>▪ Will be issued a PIN once their account privileges are approved by EPD.</td>
</tr>
<tr>
<td></td>
<td>An RO can only maintain one User Account, but have this account to have the RO privileges for certain facilities and have the preparer rights for other facilities. If the RO plans to certify a submittal, the RO must get your account approved by EPD as the RO for that facility.</td>
<td>▪ View and prepare an electronic data entry form in GEOS.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Certify and submit an electronic data entry form in GEOS.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ View submitted data in GEOS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Keep track of the status of submitted records.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Keep track of issuances</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Associate a consultant to their account to prepare applications.</td>
</tr>
<tr>
<td>Preparer</td>
<td>A preparer is someone who is assigned by a RO to create and prepare applications for their facility. ¹</td>
<td>▪ View and prepare an electronic data entry form in GEOS.</td>
</tr>
<tr>
<td></td>
<td>The preparer has no right to actually submit an application but can prepare applications for a single or multiple ROs that have he/she associate with. The types of application and the facilities that the preparer can prepare applications for are all defined by the RO. An RO can be associated as a preparer for another RO.</td>
<td>▪ View submitted data in GEOS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Keep track of the status of submitted records.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Keep track of issuances</td>
</tr>
<tr>
<td>Fee Payment</td>
<td>Fee Payment Account Type is designed for user who only wants to use GEOS to make payments.</td>
<td>▪ View and submit Online Payment – FIMS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Track Account Transaction</td>
</tr>
</tbody>
</table>

2.2 Account Creation Process

Anyone who has access to the GEOS Public Site will be able to create a Public User Account. Without an account, the user cannot access the GEOS system and have access to the features provided by GEOS. Follow the steps below to obtain a public user account.

¹ Brownfield Preparers can submit a Brownfield Application on behalf of the Brownfield Owner.
Step 1: Click the “Create a New Account” link in the login page.

Step 2: The user will need to enter in their personal identification information (Business, Name, Username, Title, etc.) along with their contact information (address, e-mail, phone number).

Any field that contains an icon is required and must be filled in in order to continue. If these fields are not filled, the system will display a validation error that fields are missing. Once complete, the user should click the ‘Next’ button.

By placing the mouse over the icon, a help box will be displayed to provide additional information.

Step 3a: The user will have to select their role associated to the facility. If the user is a ‘Preparer’, then the ‘Preparer’ account type should be selected. If the user registers GEOS account for fee payment only, user can select ‘Fee Payment’ for account group and ‘Finance: Invoice Payment only’ in submittal group.

Step 3b (for Responsible Official Only): If the user is a Responsible Official, then they will need to select which application type he/she is responsible for and for which facilities. The ‘Associate New’ button will allow the user to search through a list of facilities to add to their profile.
The RO will need to associate a facility to his/her account in order to create and submit applications for the selected facility. The facility search feature allows the user to search the master facilities by name, address or organization name. Once the results are displayed, the user can check their facility(s) and the application they are responsible for. If the user searches and cannot find their facility(s) listed, the user can click on “Create New Facility” button on the associate facility pop-up window.

To create a new facility, the user has to provide the following information of the new facility:
Facility Name and Facility/Property Address. Mailing Address of a facility is optional.

**Step 4:** Once the selections have been saved, the user should move to the next section. The next section will require the user to provide answers to a few security questions. These questions will be used later on to retrieve a lost password and used to submit applications.

**Step 5:** To finalize the application, a CAPTCHA needs to be verified. Once verified, the account will be created.

The RO has to go through identity proofing when creating a new account by e-Verify option or ESA (Electronic Signature Agreement) option. If the user is only creating an account for RO for stormwater construction, the user can choose to opt out of identity proofing.

**Step 6a (for Responsible Official Only):** If the Public User chooses E- online identity verification, he/she must provide full name, home address, date of birth, and last 4-digit of SSN.
The system will send the information to CROMERR Service and display the verification results to the Public User.

Step 6b: If the user chooses ESA option or encounters a failed E-Verify option for identity proofing verification, after GEOS receives the RO’s ink signature and validates the account, a GEOS Admin needs to turn on the RO’s “certify and submit” right to these facilities in GEOS “Security Setting”. Only after CDPHE’s authorization can the RO be able to certify and submit an application or compliance report using the “PIN” assigned by the GEOS.

The RO is required to print out, sign and mail an Electronic Signature Agreement (also known as the “Subscriber Agreement”) to EPD for “Certify & Sign” privilege. This form is needed by the EPD so that the EPD can approve of the account association to the facility and activate the facility in GEOS for the applicant. By clicking the “Print Subscriber Agreement” link, GEOS will auto-fill the subscriber agreement form for the user. As a ‘Responsible Official’, the ‘Subscriber Agreement’ will need to be printed, signed, and sent back to the agency. The mailing address will be contained in the ‘Subscriber Agreement’ form.

Step 7: The user will receive an e-mail notifying them of their account creation with their login name and randomly generated password. After receiving the login/password information, the user can now use this information to log into GEOS Public Portal.

Step 8 (Optional): If the user forgot their password, he/she can simply click on the ‘Forgot Password’ link on the main login screen.

Step 8a (Optional): The user will need to enter a valid e-mail address to prompt a security question before their password will be sent to them via e-mail. After the system validates the account based on the email and security question response,
the system will reset the user’s password and send the system generated password to the user’s registered email address.

**Step 9:** To make sure the user account is secured, when the user first logs in, GEOS will inform the user that they will have to change their password to a new password with the described criteria.

![My Dashboard and My Account](image)

### 2.3 Managing Account Settings

After creating an account, the user has the option to go back and modify his/her information. Having the ability to edit the user account information is important because GEOS contains several functions that rely on the information that was entered in the fields. For example, GEOS will pull and auto-populate certain fields based on the user account information. If the user has an incorrect e-mail, e-mail notifications will not be received by the user. The user is able to manage his/her account security settings and his/her associations. Poor configuration in this section can lead to hindrance in creating and submitting applications in GEOS. This is why it is imperative for the user to keep their information up to date and entered correctly.

The user can manage their account settings by clicking on ‘My Account’.

In the “My Account” module, the user can select from the following options:

1) In ‘Basic Information’, the user can change their name and contact information. This section provides tabs along the top so that the user can also change his/her address information.
   
   The user can also associate facilities under ‘Basic Information’.
   
   If the RO has passed E-verify, the facilities will be auto-approved to be associate to RO’s account. The status of facilities will be “Active” once associated.
   
   If the RO user ESA process before, to associate with new facilities, the RO has to re-submit subscriber agreements.
   
   If the RO chose to opt-out identity proofing, the facilities will be auto-approved to be associate to RO’s account. The status of facilities will be “Active” once associated.

2) The ‘Password’ and ‘Security Questions’ options allow the user to edit/change their password or security questions, which prevents unauthorized access to their account and prevents unauthorized users to submit applications.

3) The ‘Managing Associated Consultants and Preparers’ section allows the user to manage his consultants/preparers.

#### 2.3.1 Manage Account General Information
This section details how the user can manage their account information. In ‘Basic Information’, the user will be able to see three tabs: ‘General Information’, ‘Address Information’, and ‘Attachments’.

In the ‘General Information’ tab, the user can specify a different billing address from their mailing address and vice versa.

The ‘Attachment’ tab will allow users to upload documents for identity proofing, such as the ‘Subscriber Agreement’ or other documents that they would like the agency to be able to view. This can range from the ‘Subscriber Agreement’ to ‘Testing Data’.

### 2.3.2 Protect Account Security

GEOS provides three layers of protection over the user’s account: password, PIN, and Security Question. The Password is the credential the user uses for login; whereas, PIN and security questions are the credential for certification and submission, which serves as an electronic signature of the Responsible Official. The ‘Password’ and ‘Security Questions’ options allow the user to prevent unauthorized access to their account and preventing unauthorized users to submit applications.

By clicking ‘Password’, the user can go to the ‘My Password Information’ tab to change their password by entering their old password and then entering their new password.

The second security layer GEOS has is the PIN number. By clicking on the ‘My PIN information’ tab, the user will be able to request a PIN number and then change it in the future. The PIN number will be required to submit an application.

Once a PIN number is requested, the user will receive an e-mail of a new PIN. The user will need to click ‘Save PIN’ to make sure the changes have been stored. As a part of security measurements, GEOS requires the Certifier to answer a security question challenge correctly before it will accept each online submittal. If the user is creating a RO account, they will also need to setup a pool of security Q/A so that GEOS can use their answers to authenticate their identity during the submission certification process. Clicking on the ‘Security Question’ tab, the user can change their security question(s) and response(s). The security questions will be needed when retrieving a lost password and when submitting an application.
2.3.3 Managing Associated Consultants and Preparers

A RO user could manage a list of associates (consultants or preparers) to help the RO prepare draft applications. This option is useful in situations where an RO manages multiple facilities and requires additional assistance. When a preparer creates an application for the RO, the RO can see the newly created application when he/she logs into their account. Once the application is reviewed by the RO, the RO can then submit the application. This Section describes features the RO can use to manage his/her associates within GEOS and only viewable by the RO. This section describes how an RO will associate and de-associate a preparer for his/her facility. By clicking the ‘Managing Associated Consultants and Preparers’ section, a user can see a grid view of preparers that have been associated to their account. The grid view lists out who they have associated with them and for which facility and application type, as well as the effective dates of this association. If the user wants to de-associate the user, they can simply click on the ✗ icon to remove them. By clicking on the 📋 icon, the user can pull a detailed view of the associates setting.

To add a new preparer, the system first prompts for the preparer’s e-mail, which means the preparer is required to have an account in GEOS first. Next, GEOS asks for the effective date and expiration date of this association, if any.

As a third step, the user needs to ‘Add Application Authorizations’ to the preparer. ‘Application Authorization’ defines the facility(s) and the application type(s) (i.e. Title V or NPDES) the preparer is allowed to prepare, as well as the permission access. Once the association is completed, the preparer can log in and begin working on applications.
3 **Home Page (the “Dashboard”)**

The home page of GEOS is also called the ‘Dashboard’, which gives the user visibility of key features that GEOS offers. The dashboard provides access to applications that have to be created, applications that need to be finished, and applications that have already been submitted while being organized by the applications latest activity.

1. **Start a New Application** allows the user to start a new application from the dashboard. It will only display four types of submittals that the user can submit from GEOS.

2. The ‘Upcoming Submittal Obligations’ is specifically prepared for site to submit obligation report. Under monitoring period, the site can see all obligation reports under this section. When the date passes report start date, the “Edit” button will be enabled.

3. The ‘Search Account Transaction’ allows user to search all transactions in FIMS by searching account ID. The user will be required to type in the pin number to access account information.

4. The ‘Message Center’ provides information that needs the user’s attention. Information includes links to any communication done via GEOS. This provides a shortcut for the user to see e-mails or correspondence messages that were sent to them.

5. Under the section of ‘Permit/Licenses’, the user can view all permit/licenses/issuance that have been issued to the user. Permit number, related application, Issued date, effective date, and expiration date are also displayed in the grid view. The user can access related submittal form by clicking through the ‘submission name’ link.
4 Application Submission and Management

Once an account is established, the user could begin online submittals. Currently GEOS provides the ability to submit a Title V and NPDES Municipal permit applications. This Section provides generic features applicable to all online submittals. For data entry forms specific to each submittal (e.g., Title V or NPDES), please see the Appendix section.

4.1 Overview of Application Submission Process

To better understand how to use GEOS, it is important for the user to understand the submission process. The below diagram displays the flow for completing a submission.

Major steps of submitting an application in GEOS are listed in the following table.

<table>
<thead>
<tr>
<th>Step #</th>
<th>Name</th>
<th>Highlights of System Functions &amp; Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select an submittal type</td>
<td>Based on the selection of submittal category, department (Air/Land/Water), Environmental Interest and submittal type name, the user can search the type of submittal to prepare.</td>
</tr>
<tr>
<td>2.</td>
<td>Select a facility</td>
<td>At the start of each submittal (i.e., application or report), the user needs to specify a facility by selecting from a drop-down list. The list is based on:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• For RO: the facilities identified on the Electronic Signature Agreement and approved by EPD;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• For Preparer: the facilities authorized by the associated RO.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Once a facility is selected, the general information and FIS ID of that facility will be populated from the FIS database into the submittal form automatically. Please note that if an RO user cannot find a facility from the drop-down list, he/she needs to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Go to ‘My Account’ → ‘Manage Account Type’ → To associate new facility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If he/she cannot find the facility from the search, he/she needs to contact EPD. If a preparer cannot find a facility from the drop-down list, he/she needs to contact their associated RO for authorization.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter necessary information on the application form</td>
<td>GEOS will conduct data validation along with the preparation of an application form, and display warning/error messages to the user if the data validation fails.</td>
</tr>
<tr>
<td>4.</td>
<td>Insert attachment(s)</td>
<td>GEOS supports uploading of required and optional attachments. The file format of the attachments include: WORD (doc, docx), EXCEL (xls, xlsx, and csv), PDF, image (JPEG, PNG, GIF, etc.)</td>
</tr>
<tr>
<td>5.</td>
<td>Data validation and completeness check</td>
<td>At the end of preparation, GEOS will present a tree view summary of the data validation result of each section with a hyperlink to the corresponding section to ease the correction process.</td>
</tr>
</tbody>
</table>
### 4.2 Applying and Submitting Submittals

Currently, the GEOS system allows submittals:

- **Air Branch**
  - Title V Application
  - SIP Application
- **Water Branch**
  - 20 submittal forms serving 2 units (Please refer to appendix 6.1 for submittal list)
- **Land Branch**
  - 77 submittal forms serving for 9 units (Please refer to appendix 6.3 for submittal list)
- **GEOS-NOI**
  - Stormwater Construction Application
  - Stormwater Industrial Application
- **Other**
  - Fee Program

Being able to submit applications online provides a way for both public and agency users to electronically organize submittals, track, and share progress from anywhere and anytime as long as the user can access the internet. This section will describe the standard process of preparing submittals in GEOS system, different submittal type may have slightly varies, to view the guide in completing Title V and Wastewater applications, please refer to appendix 6.1 & 6.2.

#### 4.2.1 Select a Submittal

The submittal type list is determined by the user’s account type, Responsible official for Title V allows user to access Title V application, Responsible official for NPDES allows user to NPDES application, for accessible
applications of RO/Owner for Brownfield, RO/Owner for Scrap Tire and other land environmental Interests, please refer appendix 6.1.3

The list is defaulted to show submittals under permit/license. The user can see other submittal by change category filter:

<table>
<thead>
<tr>
<th>Category</th>
<th>Category description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report</td>
<td>Obligation reports</td>
</tr>
<tr>
<td>Permit/license</td>
<td>Application for permit/license/certification and any other kind of approval.</td>
</tr>
<tr>
<td>Grant</td>
<td>Applications for Trust Fund Reimbursement Request.</td>
</tr>
<tr>
<td>Fee/Invoice</td>
<td>Make Online Payment Only.</td>
</tr>
<tr>
<td>Other</td>
<td>Any other type of submittals to be implemented into GEOS.</td>
</tr>
</tbody>
</table>

To quickly find desired submittal type, the user can also filter by:
- Department
- Program (Environmental Interest)
- Submittal Types

**4.2.1.1 Select a submittal for “Invoice payment only” group**

For Invoice payment only users, they can go to submittal> start a new submittal > Category: Fee/Invoice. User can click on **Start** button under ‘Online Payment -FIMS‘ tab to start the submittal.
In online form, user can put in FIMS Account ID and Invoice Number to make payment for this specific account and invoice.

Then, user can put in payment information including payment method and bank account information.
4.2.2 Start a Submittal

By clicking “Start” of selected submittal’s icon, the user can start to fill in the online form.

- icon provides extra information on selected submittal (e.g., submittal description/department etc.)
- icon allows user to add selected submittal to “My Favorite Submittals”. After marked, the user can go “My Favorite Submittals” to quickly access this type of submittal.
- icon allows user to open a blank form in pdf version. The user can print out the form and submit it in paper.
- Some submittals have this icon, which allow the user to download the specific guidance on how to prepare and submit this submittal.

4.2.3 Online Form Data Entry

“*” on online form indicates the field is required. The user needs to at least fill in all required fields to continue to next page.
4.2.4 Upload Attachment

Along with the online form, some submittals may require certain attachments to be submitted together.

If selecting to submit online, the user can upload the file using the Upload button.

If selecting to submit through mail, the system will provide mail-to-address.

If selecting other, the user will have to fill in reason/explanation to continue.

Only optional attachments can be selected N/A.

4.2.5 Online form validation

GEOS will automatically validate the online form. After all pages’ required fields have been filled and all required attachments have been submitted, the user submit this submittal.

4.2.6 Submittal Fee

If the submittal requires a fee, the user will be navigated to the payment page after a validation check. The payment module will display the detailed description of fee and the amount of fee required. The user can select check / money order / ACH payment as payment method. (Payment method option may vary depending on submittal type.)
4.2.7 Submit a submission

The user will be required to certify the statement and entry correct answer for security questions as well as pin number to submit the submittal.

![Submit Application Form]

4.3 Tracking Submitted Applications

The ability to track submitted applications allows the user to effectively manage submissions. Users can track the applications they have submitted by navigating to the ‘Application’ menu bar or the dashboard link. In this section the user is able to search applications using the search toolbar on top to filter their selection.

![Search Application Window]

The user can also filter out submissions that they have withdrawn, amended, or terminated for those that require additional attention. GEOS provides an advanced search option, giving the user more search parameters to use. GEOS provides the following features for the user to keep track of their submission:

- Ability to review submission detail
- Track EPD work status regarding the submission
- Viewing issuances related to the submission
- Communicating with the EPD regarding the submission
- E-mail tracking of notifications sent by the EPD

4.3.1 Review Submission Copy-of-Record

A public user may have several submissions for their facility(s) so it is important for them to be able to have a tool to review their submissions. By clicking on the ‘View’ tab from the grid view in ‘Track Submitted Applications’, the user will be brought to the screen below. The user can see the review status on this page and the most current review task. The user can also view his submission by clicking the button.

![View Submission Copy-of-Record]
The ‘Track Submitted Application’ tabs can be broken down into the following:

a. **Submittal**: user can view information related to the submission and status - GEOS displays: Submission ID, Application Type, Submission Date, Submitter details (Name, Address, Phone and Email), Most Recent Application Status, History with Comments, and Most Recent Application Form.

b. **Attachments**: displays any attachments that have been uploaded to GEOS during submission process; if attachments were uploaded during submission process, the applicant can upload additional sets of attachments in this page.

c. **Payment**: displays total application fee, payment made, and fee balance; user is able to make additional payments via credit card or electronic check if there are any pending balances on the application fee.

d. **Issuance**: displays all permits that have been issued for the submission in question.

e. **Work Activities**: display the review process for this application

f. **Correspondence**: allows applicant to initiate correspondence with agency users, but is visible to third-party users as well.

g. **Email History**: displays a list of emails that have been manually sent by agency users, and are not system-automated.

If the user needs to copy his/her submission to a new submission (due to similarities), the ‘Copy Application’ function will create a new application and transpose all the data that was filled in on the previous application.
4.3.2 Tracking Submission Status – Work Activities

The current work activities can be seen by the user by clicking on the ‘Work Activities’ tab. This will show each task’s complete date and status. This allows the public user to keep track of the submission review process progress so that if a work task was overdue, that the applicant can address the reason why.

4.3.3 Tracking Issuances from EPD

The user can also keep track of documents that have been issued so that he/she can see if any additional steps still need to be taken. In some cases, the EPD will issue multiple draft permits that will be displayed in this section so that the applicant may see which draft permit should be used in moving on to the final permit. In issuance, the user will show the permit type, permit number, and the type of permit issued. The user can also view the document by clicking on the icon. Please make sure that a PDF viewer is installed prior to viewing the document.

4.3.4 Tracking Correspondences with EPD

GEOS provides an additional feature for allowing the applicant to notify the EPD. Being able to contact the EPD is necessary to resolve any issues that require attention and effectively lessen the time needed to resolve any issues. The user can access this section if there is any new correspondence through the message center. The correspondence tab within the submission will only display correspondence regarding the selected submission.

Correspondence Tab

By clicking on the icon, the user can open the correspondence history.

---

2 The Correspondence feature is currently available for Water and Air submittal types, not available for LPB submittal types.
The correspondence history will contain time stamps of the conversations, when the correspondence was created, and the subject.

If no correspondence exists, the user can select the ‘new’ button to start a new correspondence.

### 4.3.5 Tracking Emails Sent by GEOS

GEOS maintains a history of all emails pertaining to each submittal. This provides an easy method of record keeping of when they were notified by the GEOS system and the details of the e-mail. Only e-mails generated by GEOS are stored in this section. This is useful in situations where the applicant did not receive an e-mail, due to several potential reasons, and can use this tool to check on e-mails regarding their submission.

By clicking on the 📨 icon, the user can see the message that was contained in the e-mail sent by the system.

### 4.4 Request for Application Withdrawal

In some cases, an applicant will want to withdraw his submission. GEOS currently only allows the user to request for a withdrawal. The request for withdrawal option is located in the ‘Track Submitted Application ➔ Application’ tab. This allows the user to request a withdrawal of their current submission. By doing so, the EPD will make a decision to approve or deny the request. If the withdrawal was approved, the status will mark the submission as withdrawn and no further action can be taken.

### 4.5 Request for Application Revision

An applicant might notice an error in their submission and would like to revise their submissions. In such cases, the applicant would need to request for revision in order to notify the EPD first. The request for revision option is located in the ‘Track Submitted Application ➔ Application’ tab. This allows the user to request a revision of their current submission. By doing so, the EPD will make a decision of whether or not to approve or deny the request.

If the submission is approved for revision, a new application will be created with the status set as ‘Revision’. This will let the user revise their past submission and the old submission will be marked as ‘Revised Archived’. No further action can be taken on the old submission.
5 Permit and Issuance Management

The permit and issuance management module offers the Applicant the following features:

- Track EPD review status for their permit submissions
- Manage permits issued by EPD
- Renewal existing permits
- Amend permits
- Submit permit termination request

Upon login to GEOS, the System will present a list of active permits associated with the facilities which the user is associated with. At this time, GEOS will provide air and water permits (the list will grow as the System integrates with additional EPD data systems in the future). If the user applies a permit via GEOS, the permit record will contain submission data and final permit. Otherwise, the permit record will contain permit Meta data only (no submission data). GEOS allows the user to amend, renew, and terminate their issuances. When renewing or amending a permit, please follow the GEOS screen Wizard to complete required forms and submit them for EPD’s review.

The following sections will provide more details on how to manage issuances.

The ‘Manage Permit/Certification’ module under ‘Applications’ allows the user to view all issuance associated to the facility that they are associated with. Similar to the ‘Issuance’ feature in the ‘Track Submitted Application’, the user can view the permit by clicking the icon. The user can filter the permits by the tool bar above the grid view and filter by ‘Application ID’, ‘Permit Number’, ‘Site Address’, and/or ‘Facility Name’. The user can click on the submission hyperlink in ‘Issuance Info’ to navigate to the application submission to view the details if the permit is associated to a GEOS submission.

### 5.1 Amend/Modify Permit

Since facilities can often times change in the way they operate, their existing permit will need to be amended to remain in compliance. The User can amend a permit anytime when the permit is effective. The process of amending a permit is as follows:

1. Search and select a permit that needs to be amended.
2. Click “Action” and then select “Amend/Modify.”
3. The page will be directed to a new application form based on the permit type.
4. If submission history doesn’t exist in GEOS, the application form will not have any previous submission data pre-populated. But GEOS will pre-populate the facility data into the application form.
5. If submission history exists in GEOS, the application form will have all previous submission data pre-populated.
6. Applicant is able to revise the data in the application form. Details on how to fill out an online application form are in Section 4.2.
7. Applicant can save and exit the application form any time before submission.
8. After the new application form passes GEOS validation check, the application can be submitted.
9. RO needs to go through the same submission process as Section 4.2 to submit an amendment application
10. RO can withdraw the amendment submission before a permit revision is issued. For details, please refer to Section 4.4.
11. The submission status of the amendment submission can be tracked the same way as described in Section 4.2.3.

5.2 Renew Permit
To remain in compliance, applicants will need to renew their permits prior to the permit expiration date. If the permit is near the expiration or expired, the user will see a ‘Renew’ button in addition to an ‘Amend’ button. The process of renewing a permit is as follows:
1. Search and select a permit that needs to be renewed.
2. Click “Action” and then select “Renew.”
3. The page will be directed to a new application form based on the permit type.
4. If submission history doesn’t exist in GEOS, the application form will not have any previous submission data pre-populated. GEOS will pre-populate the facility data into the application form.
5. If submission history exists in GEOS, the application form will have all previous submission data pre-populated.
6. Applicant is able to revise the data in the application form. Details on how to fill out an online application form are in Section 4.2.
7. Applicant can save and exit the application form any time before submission.
8. After the new application form passes GEOS validation check, the application can be submitted.
9. RO needs to go through the same submission process as Section 4.2 to submit an amendment application.
10. RO can withdraw the amendment submission before a permit revision is issued. For details, please refer to Section 4.4.
11. The submission status of the amendment application can be tracked the same way as described in Section 4.2.3.

5.3 Terminate Permit
If a submittal type has a termination process, the applicant can request for termination of an issued permit. This allows the user to request to terminate of their current permit. By doing so, the EPD will make a decision of whether or not to approve or deny the request. If the agency approves of the termination, the submission will then be terminated and no longer be modified. The process of terminating a permit is as follows:
1. Search and select a permit that needs to be terminated.
2. Click “Action” and then select “Renew.”
3. The page will be directed to a termination form based on the permit type.
4. Applicant is able to revise the data in the termination form. Details on how to fill out an online application form are in Section 4.2.
5. Applicant can save and exit the application form any time before submission.
6. After the new application form passes GEOS validation check, the application can be submitted.
7. RO needs to go through the same submission process as Section 4.2 to submit an amendment application.
8. RO can withdraw the termination submission before a permit revision is issued. For details, please refer to Section 4.4.
9. The submission status of the termination application can be tracked the same way as described in Section 4.2.3.
6 Appendix

6.1 Wastewater Applications

Twenty submittal types in total are available for submission under the Wastewater Protection Branch. All submittal types share the same basic application process in GEOS with instruction provided generically or specifically.

<table>
<thead>
<tr>
<th>Available to Account type</th>
<th>Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>RO/Owner for Municipal Wastewater</td>
<td>Municipal NPDES Permit for New or Existing Discharges</td>
</tr>
<tr>
<td></td>
<td>NPDES WLA Request Form</td>
</tr>
<tr>
<td></td>
<td>NPDES Pesticide General Permit (PGP) GAG820000</td>
</tr>
<tr>
<td></td>
<td>NPDES Filter Backwash General Permit GAG640000</td>
</tr>
<tr>
<td></td>
<td>NPDES Private and Institutional Development (PID) GAG550000</td>
</tr>
<tr>
<td></td>
<td>NPDES General Permit GAG960000 – Gwinnet County, Georgia</td>
</tr>
<tr>
<td></td>
<td>NPDES General Permit GAG600000 – City of Pooler, Georgia</td>
</tr>
<tr>
<td></td>
<td>NPDES General Concentrated Animal Feeding Operation (CAFO)</td>
</tr>
<tr>
<td>RO/Owner for Industrial NPDES</td>
<td>Industrial NPDES Permits for New or Existing Discharges</td>
</tr>
<tr>
<td></td>
<td>NPDES General Concentrated Animal Feeding Operation (CAFO)</td>
</tr>
<tr>
<td></td>
<td>Industrial NPDES General GAG200000 for Once-Through Non-Contact Cooling Water</td>
</tr>
<tr>
<td></td>
<td>Industrial NPDES General GAG100000 Sediment Pond Discharge from Sand &amp; Gravel Dredgers</td>
</tr>
<tr>
<td></td>
<td>Industrial NPDES General GAG300000 for Mining and Processing Facilities Discharge</td>
</tr>
<tr>
<td>RO/Owner for Industrial LAS Permits</td>
<td>Industrial Land Application System (LAS) Permits</td>
</tr>
<tr>
<td></td>
<td>General Land Application System (LAS) Permit for Large Community Systems Permit NO. GAG278000</td>
</tr>
<tr>
<td></td>
<td>General LAS Permit for Land Disposal of Domestic Septage Permit NO. GAG620000</td>
</tr>
<tr>
<td></td>
<td>Municipal LAS Application</td>
</tr>
<tr>
<td>RO/Owner for Municipal Wastewater GEFA</td>
<td>Environmental Review Process for Projects Funded by GEFA</td>
</tr>
<tr>
<td>RO/Owner for Underground Injection Control Permit</td>
<td>Underground Injection Control Pilot Test</td>
</tr>
<tr>
<td>RO/Owner for Industrial Pre-treatment Program</td>
<td>Industrial Pre-treatment</td>
</tr>
</tbody>
</table>

6.1.1 Industrial NPDES Permit for New or Existing Discharges

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Action Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>New</td>
</tr>
<tr>
<td>I. Fill Out Mandatory Part I Form</td>
<td>✓</td>
</tr>
<tr>
<td>Part I</td>
<td>✓</td>
</tr>
</tbody>
</table>

*All users must fill out Part I form whether they are applying for a new permit, renewing an existing permit, modifying an existing permit, or terminating an existing permit.

II. Apply/Renew/Modify a Permit

| 2B Form | ✓ | ✓ | ✓ |
| 2C Form | ✓ | ✓ |
| 2D Form | ✓ |
| 2E Form (Cooling Wastewater) | ✓ | ✓ | ✓ |
**II. Terminate a Permit**

6.1.1.1 **Submit NPDES Municipal Permit Application**

The Industrial NPDES application allows the user to apply for five different types of NPDES permits – 2B (Concentrated Animal Feeding Operation and Aquatic Animal Production), 2C (Industrial Wastewater Discharge Application), 2D (New Sources & New Dischargers), 2E (Non-Process Wastewater - Cooling Wastewater), and 2F (Industrial Stormwater). For any of the listed types, the user shall fill out the Part I Form as a prerequisite.

6.1.1.2 **Part I Form**

The Part I Form is a mandatory form including 12 sections asking for general facility information, facility contact information, facility operator information, facility environmental permit information, facility activity (nature of business) information, outfall information, effluent limits and conditions, cooling water intake structures, and new/existing facilities/units information.

The Part I Form provides multiple dynamic features covering all sections. In the first section, the user is able to choose from his/her associated facilities with data (i.e. location, mailing address, etc.) automatically populated; the user is also able to search for the corresponding SIC codes and NAICS codes in the pop-up screen. In Section VI, the user is able to use the map for capturing the exact latitude and longitude. In Section VII, the user is able to search for the 40CFR codes through the system’s search functions.

The Part I is also embedded with logics to automatically display the Section IX, X, and XI based on the user’s answers from previous pages and questions. The detailed show/hide logic is as follow:

<table>
<thead>
<tr>
<th>Section</th>
<th>Conditions to Show/Hide this Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section IX</td>
<td>Will only be displayed when answering &quot;Yes&quot; to all questions in Section VIII.</td>
</tr>
<tr>
<td>Section X</td>
<td>Always hidden for 2D Form; Will be hidden if answering “New” or “New Offshore Oil and Gas Extraction Facilities” in Section IX.</td>
</tr>
<tr>
<td>Section XI</td>
<td>Always hidden for 2D Form; Will be displayed only when selecting “Existing” to Section IX question 1 and “Yes” to Section IX question 3.</td>
</tr>
</tbody>
</table>

6.1.1.3 **2B Form - Concentrated Animal Feeding Operation and Aquatic Animal Production**

The 2B Form dynamically displays the content based on user’s answers from previous sections. Section D – Facility Information will only be displayed when user selects “Concentrated Animal Feeding Operation” in Section A. For Section II question A, if none of the listed animal types are checked, then system will automatically require the “Other” option be filled out; if any of the listed animal types are checked, then system will automatically require the total amounts be filled out.
6.1.1.4  **2C Form - Industrial Wastewater Discharge Application**

The 2C Form provides multi-dimensional data entry tables to assist public users in filling out the application.

In Section V, the system divides different categories of pollutants into separate columns with different validation rules. The public user is required to fill out column Part A and Part B, and is optional to fill out column Part C. By clicking on the Part A button, a new pop-up window will be displayed with all required pollutants listed along with the data entry elements (units included). If multiple outfalls exist, the public user could also click on the “Add New Record” button to fill in data for all the outfalls.
6.1.1.5  **2D Form - New Sources & New Dischargers**

The 2D Form is only available for New (initial) applications rather than Renewals or Modifications. Similar to 2C Form, the 2D Form also provides multi-dimensional tables for data entry:

![2D Form - New Sources & New Dischargers](image)

6.1.1.6  **2E Form - Non-Process Wastewater (Cooling Wastewater)**

The 2E Form includes two sub-level types which are cooling wastewater and sanitary wastewater. In the Industrial NPDES permit application, the public user will only be allowed to select cooling wastewater.

![2E Form - Non-Process Wastewater (Cooling Wastewater)](image)
### 6.1.1.7 2F Form - Industrial Stormwater

Similar to 2C Form and 2D Form, the 2F Form also provides multi-dimensional tables for data entry:

![Discharge Information Table](image)

**6.1.1.8 Attachment**

In the attachment tab, the user can provide attachments that are required to be submitted with the application. GEOS provides the user to either digitally upload documents or provides information if the user would rather mail their documents to the agency.

![Attachment Section](image)
6.1.1.9 Submission

In the final step, GEOS will validate that all required inputs and sections were completed based on the validation rules set in place. If the system passes the application, the user can then submit the application. However, if any section fails to pass, GEOS will alert the user that a section was not completed properly by marking the section with an ‘X’ and presenting them with a description of the reason why.

After the application is submitted, the user will receive a receipt confirming the submission and providing the user’s IP address.

6.1.2 Municipal NPDES Permit for New or Existing Discharges

6.1.2.1 Submit NPDES Municipal Permit Application

The Municipal NPDES application allows the user to apply for two different types of NPDES permits – 2A Form and 2E (Sanitary Wastewater) Form. For either types, the user shall fill out the Part I Form as a prerequisite.

6.1.2.2 Part I Form

Same as 6.1.1.2 Part I Form.

6.1.2.3 2A Form

GEOS has the NPDES form broken down to the following unique sections based on relevance.

<table>
<thead>
<tr>
<th>Part</th>
<th>Form Name</th>
<th>POTW Having Design Flow Rate</th>
<th>POTW Having an Approved Pretreatment Program</th>
<th>POTW Having a Combined Sewer System</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>&lt; 0.1 MGD</td>
<td>≥ 0.1 MGD</td>
<td>&gt; 1.0 MGD</td>
</tr>
<tr>
<td>N/A</td>
<td>NPDES New Permit Application Form (radio button)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>N/A</td>
<td>NPDES Expansion or Major Modification Application (radio button)</td>
<td>✓</td>
<td>✓</td>
<td>◆</td>
</tr>
<tr>
<td>N/A</td>
<td>NPDES Renewal Permit Application (radio button)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>N/A</td>
<td>NPDES Minor Modification Application (radio button)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>N/A</td>
<td>NPDES Major Modification – Simple Application (radio button)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Note: Applicant determines what NPDES application type he/she wants to apply. If “Minor Modification Application” is selected, the form will
### 6.1.2.3.1 A. NPDES Form Part A

The user can select the facility that the application pertains to and will then continue to enter the facility contact information. Similar to other application types, GEOS provides the user the ability to view the facility on a map via the GIS tool by clicking the ‘Display Lat. /Long’ button.

Since the applicant can be different than the contact of the facility, the user can either ‘check here’ to populate the contact from the top if the applicant is the same. The system will copy the information from the above section and populate it in the appropriate field. If the applicant is different, then this section requires the user to fill out the correct individual. The user will then have to indicate his/her relationship to the facility and who should be contacted in the future regarding the permit.

The NPDES application provides dynamic features to ease in the application process. In section A.3, if existing environmental permits are not applicable, the user should check the checkbox. If the checkbox is checked, the input fields become hidden.

#### A.3. Existing Environmental Permits

- Provide the permit number of any existing environmental permits that have been issued to the treatment works (include state-issued permits).
- ☐ Not Applicable

If the application type selected was NPDES minor modification or NPDES major modification simple, then the application would end here.

Additional features to assist the users through the application process can be seen in section A.8. As the user selects the options provided, input parameters will alter based on the selection.
In section A.7, if an outfall location is required because the user selected ‘yes’ for the question ‘Does the treatment works discharge effluent to waters of the U.S.?’ in A.8, a description of the outfall is necessary. In this prompt for additional detail, the GIS function can be used. Be sure to click ‘save’ and/or ‘next’ to save the entered data and move onto the next section once section A is completed.
The cursor can be moved to pinpoint the exact location of the outfall. By clicking the ‘Update’ button, the location will be transposed back to the form.

6.1.2.3.2 B. Additional Application Information

Due to the complex nature of the NPDES form, certain sections explain in detail what needs to be provided and if the section applies to the applicant. If the section does not apply, the ‘Not Applicable’ checkbox can be selected and the section input parameters will be hidden.

NPDES Message Box

If the section is required to be filled, the user can either click the icon or the button provided. Once selected, a new screen will prompt with the required fields that need to be filled.
Throughout the NPDES form, testing data is required by the agency. GEOS gives the user the option of either filling out the testing data or bypassing the entry by selecting the ‘Please check the checkbox if you would like to upload the test result’ checkbox. If this option has been checked, the user can move on but will be required to upload the testing results in the attachment section of the application.

**NPDES Schedule Detail Form**

### D.1. Scheduled Improvements and Schedule of Implementation

- a. List the outfall number (assigned in question A.9) for each outfall that is covered by this implementation schedule.
- b. Indicate whether the planned improvements or implementation schedule are required by local, State, or Federal agencies.
  - Yes
  - No
- c. If the answer to 0.6.b is “Yes,” briefly describe, including new or maximum daily inflow rate (if applicable).

<table>
<thead>
<tr>
<th>Implementation Stage</th>
<th>Schedule</th>
<th>Actual Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Begin construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- End construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Begin discharge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Attain operational level</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- d. Provide dates imposed by any compliance schedule or any actual dates of completion for the implementation steps listed below, as applicable. For improvements planned independently of local, State, or Federal agencies, indicate planned or actual completion dates, as applicable. Indicate dates on accuracy as possible.

**NPDES Message Box and Bypass Function**

### 6.1.2.3.3 D. Expanded Affluent Testing Data & Toxicity Testing Data

In part D, the user can either input the testing data electronically or choose to upload a completed document at the end of the application by selecting the ‘Please check the checkbox if you would like to upload the test result’ checkbox.

**NPDES Message Box and Bypass Function**

### 6.1.2.3.4 F. Combined Sewer Systems

The next section contains additional toxicity testing data and will be necessary to be filled similarly to the previous sections.
Similarly, part G asks a single question ‘If the treatment works has a combined sewer system?’ If the user selects ‘yes’, the user will be required to enter the CSO outfalls associated with combined sewer system.

### NPDES Section G Form

When adding the CSO outfall, the user can utilize the GIS function to pinpoint the exact CSO outfall location.

#### 6.1.2.3.5 G. Sewage Sludge Management

The final section of the NPDES contains triggers dependent on sewer sludge management. Each individual selection may open additional fields related to the selection. More than one option can be selected. Once all the required fields have been entered, the user can move onto the attachment portion of the NPDES. The user should again confirm that the application has been saved and/or the ‘button’ has been clicked to store all entered fields and move on to the next section.

#### 6.1.2.4 2E Form – Non-Process Wastewater (Sanitary Wastewater)

Same as 6.1.1.6.

#### 6.1.2.5 Attachment

Same as 6.1.1.8.

#### 6.1.2.6 Submission

Same as 6.1.1.9.

### 6.1.3 Municipal/Industrial LAS Application

#### 6.1.3.1 Submit Industrial LAS Application

The Industrial LAS application allows the user to apply for an initial permit, renew the existing permit, modify an existing permit, or terminate the existing permit. The LAS permit is embedded with special logics to show/hide different sections or questions. The detailed logic is as follow:

<table>
<thead>
<tr>
<th>Type</th>
<th>New/Renewal/Modification</th>
<th>Sections/Questions to be Hidden</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sludge Only</td>
<td>New</td>
<td>IV, V, VI, VII, (VIII - 2.a, 4, 5, 6, 8)</td>
</tr>
<tr>
<td></td>
<td>Renewal</td>
<td>IV, V, VI, VII, (VIII - 1.a, 2a, 4, 5, 6, 8)</td>
</tr>
<tr>
<td></td>
<td>Modification</td>
<td>IV, V, VI, VII, VIII</td>
</tr>
<tr>
<td>Reuse/Dedicated Site</td>
<td>New</td>
<td>VII</td>
</tr>
<tr>
<td></td>
<td>Modification</td>
<td>IV, V, VI, VII, VIII</td>
</tr>
</tbody>
</table>
The LAS permit also has provided the capability to automatically control the validation for answering the form questions. In Section I question 2, the public user is not allowed to select Sludge Only option with either of the first two options, meaning the user can only answer this question based on the following scenarios:

- Select “Land application of treated wastewater onto a dedicated site” option only;
- Select “Distribution of reuse water to customers” option only;
- Select both “Land application of treated wastewater onto a dedicated site” option and “Distribution of reuse water to customers” option;
- Or, select “Land application of sludge only” option only.

The LAS permit also distinguishes Industrial specific questions from the entire form. In Section VII, only those apply for Industrial LAS permit can view question 2 which marked as “Industrial facilities only”.

---

### 2. Type of land application:

* The LAS permit is to cover (or currently covers): (Check all that apply)
  - Land application of treated wastewater onto a dedicated site.
  - Distribution of reuse water to customers.
  - Land application of sludge only.

---

6.1.3.2 **Attachment**

Same as 6.1.1.8.

6.1.3.3 **Submission**

Same as 6.1.1.9

6.1.4 **Municipal General Permits**\(^3\)/**Industrial General Permits**\(^4\)/**Municipal LAS General Permits**\(^5\)

6.1.4.1 **Submit Municipal General Permits/Industrial General Permits/Municipal LAS Permits**

For the general permits, public user is able to choose applying for a new (initial) permit, renewing an existing permit, modifying an existing permit, or terminating an existing permit.

For all fields requiring to fill out the latitude/longitude for the facility or outfall, the public user can always use the GIS map to capture the accurate data with visualized pop-up window.

---

\(^3\) The Municipal General Permits include GAG820000 (Pesticide), GAG640000 (Backwash), GAG550000 (PID), GAG960000 (Gwinnett), and GAG600000 (City of Pooler).

\(^4\) The Industrial General Permits include GAG100000 (Sediment Pond), GAG200000 (Non-Contact Cooling Water), and GAG300000 (Mining).

\(^5\) The Municipal LAS General Permits include GAG278000 (Large Community Systems) and GAG620000 (Septage).
6.1.4.2 Attachment
Same as 6.1.1.8.

6.1.4.3 Submission
same as 6.1.1.9

6.1.5 General Permits for CAFO

6.1.5.1 Submit General Permits for CAFO
Based on the facility type of ownership, the CAFO application allows four different permit types - CAFO Individual NPDES Permit, CAFO General Permit GAG920000 (LAS Medium - 301-1000 AU), CAFO General Permit GAG930000 (NPDES), and CAFO General Permit GAG940000 (LAS Large >1000 AU). Among the four permit types, the Individual NPDES Permit and GAG930000 share the same application forms while the GAG920000 and GAG940000 share the same application forms.
<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Application Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAFO Individual NPDES Permit</td>
<td>Part I Form and 2B Form</td>
</tr>
<tr>
<td>CAFO GAG920000 (LAS Medium)</td>
<td>LAS CAFO NOI Form</td>
</tr>
<tr>
<td>CAFO GAG930000</td>
<td>Part I Form and 2B Form</td>
</tr>
<tr>
<td>CAFO GAG940000 (LAS Large)</td>
<td>LAS CAFO NOI Form</td>
</tr>
</tbody>
</table>

### 6.1.5.2 Attachment
Same as 6.1.1.8.

### 6.1.5.3 Submission
Same as 6.1.1.9

### 6.1.6 Industrial Pretreatment

#### 6.1.6.1 Submit Industrial Pretreatment Application
The Pretreatment application is embedded with multiple search screens and data entry tables, which will be dynamically displayed based on user’s answer/selection in the application form.

In Section III – Facility Operational Characteristics, question 3 will only be displayed for users subject to total toxic organic (TTO) requirements. To fulfill this requirement, system automatically identifies user whose facilities are subject to the requirements in 40 CFR Parts 413, 433, 464, 465, 467, 468, and 469 in Section V – Facility Operations.
In Section X – Non-Discharged Wastes, question 2 and question 3 regarding the off-site facility and waste hauler information will only be displayed for users who actually fill in the off-site data in question 1. These two questions will not be displayed at all if no off-site treatment facility is involved at all.

**SECTION X. NON-DISCHARGED WASTES**

- **1.** Is any liquid waste or sludge generated and not disposed of in the sanitary sewer system?
  - Yes ☐ No ☑

- **If yes, please complete the table below and attach additional sheets if necessary. If no, proceed to Section XIII**

<table>
<thead>
<tr>
<th>Waste Generated</th>
<th>Quantity (per year)</th>
<th>Disposal Method</th>
<th>Treatment Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅</td>
<td></td>
<td></td>
<td>Off-site ✗</td>
</tr>
</tbody>
</table>

[Add New Record]

The Pretreatment form also involves multi-dimensional tables for data entry. In Section XI question 2, the user is able to fill in the data for required pollutants in column Part A, Part B, and Part C. System automatically controls the requirement for these columns that all users have to fill in the data in column Part A and column Part B while optional to fill in for column Part C. The user can also report for all existing outfalls in their facility by clicking the “Add New Record” button. The data for each outfall will be recorded separately.
6.1.6.2  Attachment
Same as 6.1.1.8.

6.1.6.3  Submission
same as 6.1.1.9

6.1.7  Underground Injection Control

6.1.7.1  Submit Underground Injection Control Application
The Underground Injection Control permit includes two different types - Class V Injection Well Permit Application with Checklist, and Class V Mixed Waste Nondomestic Septic System.

In the Class V Injection Well Permit Application with Checklist, the system has visualized the checklist in a digital format. The public user can simply select Included, Not Included, or Not Applicable radio button to mark the requirements applied. The public user can also put in their comments in the same row as a Supplementary explanation.

6.1.7.2  Attachment
Same as 6.1.1.8.

6.1.7.3  Submission
same as 6.1.1.9
6.1.8 Underground Injection Control Pilot Test

6.1.8.1 Submit Underground Injection Control Pilot Test Application
The Underground Injection Control Pilot Test application doesn’t involve any permit actions (New/Renew/Modify/Terminate). The rest of the form feature and function is similar to other application types.

6.1.8.2 Attachment
Same as 6.1.1.8.

6.1.8.3 Submission
same as 6.1.1.9

6.1.9 Environmental Review Process for Projects Funded By GEFA

6.1.9.1 Submit Environmental Review Process For Projects Funded By GEFA Application
To better assist the public users to fill out the GEFA application, the system has provided a new capability of creating new facilities inside the application form. By clicking the “Create New Facility” button, a new pop-up window will be displayed allowing the public user to enter the detailed information of their facilities (e.g. Facility Name, Facility Location, Latitude and Longitude).

After creating the new facility, the public user’s name (RO’s name) will be displayed right next to the facility name. The system will also link this new facility with this RO automatically in the backend.
Once the new facility gets created, the public user will also be able to update the detailed information by clicking the “Update Facility” button. Once the public user clicks this button, the facility detailed information will be displayed on the pop-up window with all previously entered facility information automatically populated.
6.1.9.2 Attachment
Same as 6.1.1.8.

6.1.9.3 Submission
same as 6.1.1.9

6.1.10 WLA Request Form

6.1.10.1 Submit WLA Request Form
There are three request types for the WLA application – expansion, relocation, and new discharge. The WLA requires the applicant to enter any fields that contain an * icon. The facility list will populate based on the users’ right to prepare the application for their associated facilities.

WLA General Application Information

GEOS provides a GIS function so that the applicant can view the location of the facility selected in order to verify that the facility selected is correct.

The GIS function can also be utilized in allowing the user to use a map to pinpoint the GIS location.

WLA Outfall Locations

The user can click on the ‘Get lat./long’ button and move the cursor to the desired location. Once the desired location is selected, the user can click the ‘Update’ button to populate the lat./long with the pinpoint location’s lat./long.
The WLA application provides dynamic features and will adjust based on the need of the applicant. For example, if the facility has both domestic and industrial discharge, the field will appear for the applicant to specify the proportion.

**WLA Dynamic Features**

The applicant will then enter his information in the contact field. At this point, the user should either click ‘save’ or ‘next’ to save and continue to upload attachments.

**WLA Applicant Contact Fields**

**6.10.1.1 Attachment**

Same as 6.1.1.8.

**6.10.1.2 Submission**

Same as 6.1.1.9.
6.2 Submit for Title V Application

The main purpose for Title V application is to initiate the first step for a user to apply, renew, and amend air permits. GEOS has broken down the Title V Application Form into multiple sections. The sections are described as the following:

- **General Information**: This section contains the basic facility information such as rules/regulations and pollutants that are associated with the facility.
- **Contact Information**: This section allows the user to input contacts for the facility.
- **Miscellaneous**: This section provides the user to enter in generic equipment information, insignificant activities, and other optional fields.
- **Control Device**: This section details the control units relevant to the permit and allows the user to select the associated pollutants.
- **Release Point**: This section lets the user define in detail the release points associated with the application.
- **Emission Source**: The emission source lists the emission and allows the user to associate the release point, control device, and rule.
- **Emission Group**: This section allows the user to define if testing and monitoring are needed for the group and define the group by type.
- **Emission & Activity**: Emission and activity lets the user describe the emission path group in further detail.
- **Monitoring & Testing**: Monitoring and testing defines the process in which each emission source is handled.
- **CAM Plan**: The Compliance Assurance Monitoring is an optional section in which facilities that require a CAM plan can specify the details in this section. Attachments can later be added in the attachments section.

6.2.1 General Information

In this section, the standard Title V application will be used as the base and does not completely reflect how all other types are handled.

Any fields that contain a * as an icon is required to be filled or the system will generate a validation error.

In ‘General Information’, the user will begin by describing the project followed by selecting the application type and selecting the facility.
By selecting the different application reasons, the form will alter based on the application needs. In the instance of selecting ‘Modification of Existing Title V Permit’, the previous description box was altered to a drop down menu for ‘Application Type’ and a ‘Summary of all the Modifications being made’ field box.

**Title V Application Reason Selection**

Selecting the right SIC Code is extremely important since this will determine the unit that will receive the application.

**Title V Application Description**

The applicable regulation and the pollutant section play an intricate part of the application process. The regulations have been designed by using a search tool. In this utility, the user can search by description, rule, or filter by rule type. Once selected, the rule will populate in a grid view.

**Title V Rule Search Tool**
Title V Rule Grid view

The other type of input GEOS provides for the Title V application is a direct input to the grid view. As in the case of Criteria Air Pollutants, the user will be able to select a choice from the drop down menu. The user can then proceed to answer and input questions associated to the pollutant.

Title V CAP Grid View

In future sections, the regulations and pollutants will be limited to those that were entered in this section. The Title V section contains another logic control implemented to assist in the user in filling out the application. By selecting the checkbox ‘Does any air conditioner…’ the system will realize that additional data must be entered and provide a section that previously did not exist so that the user may provide the information needed.

Title VI Options

At this stage, the user should click either the ‘save’ button or the ‘next’ button to prevent loss of information. If the user tries to navigate away from the menu by using the navigation bar on the left, a warning message will be displayed informing the applicant that data will be lost and that they should save the page before navigating to a different screen.

6.2.2 Contact

After the next button is clicked, the user is brought to the ‘Contact Information’ section of the application. In this section, the user can select the contact individual(s) and declare their responsibility.
6.2.3 Miscellaneous Application Details

The next section contains insignificant activities. The steps in this section are not required and follow similar inputs described in the ‘General Information’ section. Information to be entered in each category is described in the light green box.

![Insignificant Activities](image)

6.2.4 Control Device

As the process moves on to the ‘Control Device’ section, certain guidelines will be explained on how to configure the selected device(s). In this example, filter media was selected. The ‘Control Unit ID’ and ‘Control Unit Name’ are required to be unique within control devices so that the same ID and name cannot be used twice.

As the user will notice while choosing certain control device options, the input parameters might change depending on the control device type selected by the user. As in this case, when the media type was changed from ‘Bag House’ to ‘Bin Vent’, the input parameters were altered to fit the control device’s media type requirement.
Every single control device requires a pollutant to be associated with them. In this case, the pollutant selected in ‘General Information’ will be displayed. The user will need to also define the control efficiency of the control device for the particular pollutant(s).

**Control Device Pollutant Selection**

The user also has the option to ‘Batch Update Pollutants’. For control devices with exactly the same pollutants and control efficiency, the user can ‘Batch Update Pollutants’ and apply the pollutant(s) to all checked control devices instead of having to enter them in one by one.

### 6.2.5 Release Point

When all of the control units have been added, the user should click on the ‘next’ button to validate and save all entered data. Once all of the entered data has passed validation, the user will be brought to the ‘Release Point’ section.

In ‘Release Point’, the ‘Release Point ID’ and the ‘Release Point Name’ are to be unique within the section, similar to control devices.

GEOS allows the user to find the latitude and longitude of each release point using a Map interface. The lat. /long. are defaulted to the location of the facility. By clicking on the ‘Get Lat. /Long,’ a map will be displayed and the user will be able to move the cursor to the exact position of the release point.
Title V Mapping Utility

Once the desired position is selected, the user can then click on the ‘Update’ button to replace the original lat./long fields.

![Latitude Measure: 34.757062545213167](image)

![Longitude Measure: -84.9608889893548](image)

Lat./Long Display

When all desired release points are entered, the user should either click on ‘Save’ or ‘Next’ to store the data and move on to ‘Emission Source’.

6.2.6 Emission Source

The ‘Emission Source’ is extremely dynamic and similar to the control devices where the form will alter based on the emission unit type selected. Also similar to the control device section, the ‘Emission Source Identifier’ and the ‘Emission Source Name’ are unique and cannot be repeated.

Once the basic emission source information is filled, a new section will open up where the user will need to ‘Add New Fuel Burned Component’, ‘Associated Control Device’, ‘Associate Release Point’, and ‘Associate Rule’. Depending on the emission source selected, the ‘Add New Fuel Burned Component’ will not display if not needed. In some cases, this portion is optional. However, the ‘Associated Control Device’, ‘Associated Release Point’, and ‘Associated Rule’ will always be displayed and the user can associate both of the control devices and rules that were entered in the previous sections to the emission source.

Like control devices, GEOS provides features for the user to batch update rules to all checked emission sources. The user can also copy a previously entered emission source by checking on an emission source and clicking on the ‘Copy Emission Source’ button. The user will then be prompted to enter a new emission source ID and name. Again, the user should save and/or click the ‘next’ button to store all data before moving on.

6.2.7 Emission Path Group

The next section ‘Emission Path Group’ allows the user to associate emission sources that have the same emissions path. This section also allows the user to specify if testing and monitoring are needed for a particular emissions path. The checked boxes indicate that either the testing and/or the monitoring can be omitted in ‘Monitoring and Testing’.
For facilities that have several ‘Single Emissions Path’, GEOS provides a feature in which the user can check the entire remaining unassociated emissions source and set them as ‘Single Emissions Path’.

### Unassociated Emission Source List

<table>
<thead>
<tr>
<th>Select</th>
<th>Emission Source ID</th>
<th>Type</th>
<th>Installation Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>E0392</td>
<td>Crushing, Milling &amp; Grinding</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Save selected sources as single emissions path**

**Emission Path Group Unassociated Emission Source**

#### 6.2.8 Emission and Activity

Each emissions path group in ‘Emissions and Activity’ can be opened for the user to enter further detail. By clicking on the ☐ next to the emissions path group, the user is prompted to a screen to select the pollutants associated with the emissions path group and fill in additional information.

### Emission List for Emission Path Group (SEP E0392)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td>Ammonia</td>
<td>4</td>
<td>none</td>
<td>N</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td></td>
<td></td>
<td></td>
<td>Ammonia</td>
<td>4</td>
<td>none</td>
<td>N</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add Pollutants** **Batch Update** **Exit**

**Emission & Activity Grid View**

The system allows for the same pollutant to be entered in more than once in situations where the emissions path may have different results for the same pollutant. The user can ‘Batch Update’ the groups if more than one has matching criteria.
6.2.9 Monitoring and Testing

Based on the emission path group, some groups will be required to complete additional information in the ‘Monitoring and Testing’. If the indicator states ‘Yes’ in either of the ‘No Specified Monitoring/Testing?’ field, then no further action is required.

<table>
<thead>
<tr>
<th>Emission Path Group ID</th>
<th>Emission Path Group Type</th>
<th>No specific monitoring?</th>
<th>No specific testing?</th>
<th>Specified Monitoring Entered?</th>
<th>Specified Testing Entered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Wide Group</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>SEP E0772</td>
<td>Single Emission Path (SEP)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Monitoring and Testing Grid View
If the indicator displays ‘No’, then the user must click on the icon to enter in the required data. The user will have a prompt that will allow the user to specify the testing and monitoring method separately for each emission path group.

6.2.10 CAM Plan
The last module that will be discussed is the CAM Plan. The CAM plan is an optional module that depends on if the facility requires a CAM plan. The emission source selected will populate the available control devices and pollutant based on the control device. This allows the user to accurately select the correct information without having to back track.

6.2.11 Attachment
The user can provide attachments that are required to be submitted with the application. GEOS provides the user to either digitally upload or provides information if the user would rather mail their documents to the agency.
6.2.12 Data Validation

In the final step, GEOS will validate that all required inputs and sections were completed based on the validation rules required by the application forms.

If the application passes the validation checks, the user can then submit the application.

However, if any section fails to pass, GEOS will alert the user by marking the section with an 'X' and provide a description of the reason why.

6.2.13 Submission Receipt

After the application is submitted, the user will receive a receipt confirming the submission and providing the user IP address.
### 6.3 Submit Land Branch Applications

There are 39 types of Land Protection Branch online forms that are available to submit from GEOS. Submittals share the same basic process to be submitted and specific instructions can be found in each form.

<table>
<thead>
<tr>
<th>Available to Account type</th>
<th>EI Code</th>
<th>Application Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>RO/Owner for Brownfield</td>
<td>BFP</td>
<td>Brownfield Application (PPCAP or PPCSR)</td>
</tr>
<tr>
<td></td>
<td>BFP</td>
<td>Brownfield Cost Certification</td>
</tr>
<tr>
<td></td>
<td>BFP</td>
<td>PPCAP Amendment</td>
</tr>
<tr>
<td></td>
<td>BFP</td>
<td>PPCSR for Approved PPCAP Application</td>
</tr>
<tr>
<td></td>
<td>BFP</td>
<td>Prospective Purchaser Status Report</td>
</tr>
<tr>
<td>RO/Owner for Lead-Based Paint and Asbestos</td>
<td>ASB</td>
<td>Asbestos Contractor License Renewal Application</td>
</tr>
<tr>
<td></td>
<td>ASB</td>
<td>Asbestos Project Notification Demolition</td>
</tr>
<tr>
<td></td>
<td>ASB</td>
<td>Application for asbestos contractor company name or address change</td>
</tr>
<tr>
<td></td>
<td>ASB</td>
<td>Asbestos Contractor Agent Replacement Application</td>
</tr>
<tr>
<td></td>
<td>ASB</td>
<td>Asbestos Contractor License Initial Application</td>
</tr>
<tr>
<td></td>
<td>ASB</td>
<td>Completion Notification for the Removal and Encapsulation of Asbestos</td>
</tr>
<tr>
<td></td>
<td>ASB</td>
<td>Blanket Notification Application</td>
</tr>
<tr>
<td></td>
<td>ASB</td>
<td>Asbestos Project Notification Courtesy</td>
</tr>
<tr>
<td></td>
<td>ASB</td>
<td>Asbestos Project Notification Abatement</td>
</tr>
<tr>
<td></td>
<td>ASB</td>
<td>Asbestos Project Notification Live Fire Training</td>
</tr>
<tr>
<td></td>
<td>LEAD</td>
<td>Application for Lead Abatement Project Notice to Proceed</td>
</tr>
<tr>
<td></td>
<td>LEAD</td>
<td>Application for Lead Services Firm Certification</td>
</tr>
<tr>
<td></td>
<td>LEAD</td>
<td>Application for Lead Discipline Training Provider Accreditation</td>
</tr>
<tr>
<td></td>
<td>LEAD</td>
<td>Application for Lead-Based Paint Discipline Certification</td>
</tr>
<tr>
<td></td>
<td>LEAD</td>
<td>Application for Lead-Based Paint Discipline Certification (Spanish worker)</td>
</tr>
<tr>
<td></td>
<td>LEAD</td>
<td>Pre-Post Training Notification</td>
</tr>
<tr>
<td></td>
<td>LEAD</td>
<td>Completion of Notification for Abatement Lead-Based Paint</td>
</tr>
<tr>
<td></td>
<td>RRP</td>
<td>Application for Renovation Firm Certification</td>
</tr>
<tr>
<td></td>
<td>RRP</td>
<td>Application for Renovator Certification</td>
</tr>
<tr>
<td></td>
<td>RRP</td>
<td>Application for RRP Training Provider Application</td>
</tr>
<tr>
<td></td>
<td>RRP</td>
<td>RRP Pre-Post Training Notification</td>
</tr>
<tr>
<td>RO/Owner for Scrap Tire</td>
<td>ST-BR</td>
<td>Scrap Tire Beneficial Reuse Project Application</td>
</tr>
<tr>
<td></td>
<td>ST-CR</td>
<td>Tire Carrier Bond</td>
</tr>
<tr>
<td></td>
<td>ST-CR</td>
<td>Tire Carrier Decals Order Form</td>
</tr>
<tr>
<td></td>
<td>ST-CR</td>
<td>Tire Carrier Permit</td>
</tr>
<tr>
<td></td>
<td>ST-CR</td>
<td>Tire Carrier Letter of Credit</td>
</tr>
<tr>
<td>Available to Account type</td>
<td>EI Code</td>
<td>Application Type</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------</td>
<td>------------------</td>
</tr>
<tr>
<td></td>
<td>STGN</td>
<td>Retail Tire Dealer / Scrap Tire Generator ID Number Application</td>
</tr>
<tr>
<td></td>
<td>STGN</td>
<td>Tire Fee Report</td>
</tr>
<tr>
<td></td>
<td>STP</td>
<td>Out-of-State Scrap Tire Processor Approval Application</td>
</tr>
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<td></td>
<td>STP</td>
<td>Scrap Tire Processor Bond</td>
</tr>
<tr>
<td></td>
<td>STP</td>
<td>Scrap Tire Processor Letter of Credit</td>
</tr>
<tr>
<td></td>
<td>STP</td>
<td>Scrap Tire Processor Permit Application</td>
</tr>
<tr>
<td></td>
<td>STR</td>
<td>Tire Retreader Registration</td>
</tr>
<tr>
<td></td>
<td>STS</td>
<td>Scrap Tire Sorter Permit</td>
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<td>STS</td>
<td>Scrap Tire Sorter Quarterly Report</td>
</tr>
<tr>
<td>RO/Owner for Trust Fund Reimbursement Request</td>
<td>GUST</td>
<td>UST – GUST Trust Fund Application</td>
</tr>
<tr>
<td></td>
<td>SWTF</td>
<td>Local Government Scrap Tire Abatement Reimbursement Report</td>
</tr>
<tr>
<td></td>
<td>SWTF</td>
<td>Local Government Scrap Tire Abatement Reimbursement Application</td>
</tr>
<tr>
<td></td>
<td>HWTF</td>
<td>Hazardous Waste Trust Fund - Request for Reimbursement</td>
</tr>
<tr>
<td></td>
<td>HWTF</td>
<td>Hazardous Waste Trust Fund - Request for Advance</td>
</tr>
<tr>
<td>RO/Owner for Underground Storage Tank</td>
<td>UST</td>
<td>GUST Trust Fund Request for Reimbursement</td>
</tr>
<tr>
<td></td>
<td>UST</td>
<td>UST - CAP-Part B System Installation Report</td>
</tr>
<tr>
<td></td>
<td>UST</td>
<td>UST - CAP-Part B System Startup Report</td>
</tr>
<tr>
<td></td>
<td>UST</td>
<td>UST - Closure Report</td>
</tr>
<tr>
<td></td>
<td>UST</td>
<td>UST - Completion Report</td>
</tr>
<tr>
<td></td>
<td>UST</td>
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<td>UST - GUST Trust Fund Application</td>
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<td>UST</td>
<td>UST - Progress Report</td>
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<td>UST</td>
<td>UST - Release Notification</td>
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<td>UST</td>
<td>UST - Site Investigation Summary Report</td>
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<td>UST</td>
<td>UST - Storage Tank Registration Form</td>
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<td>UST</td>
<td>UST - Task Order Form</td>
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<tr>
<td>RO/Owner for Hazardous Waste Fee</td>
<td>HWM</td>
<td>HWM Fee Invoice Report</td>
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<td>RO/Owner for Hazardous Substance Fee</td>
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<td>VRP</td>
<td>Voluntary Investigation and Remediation Plan Application</td>
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<td>EI Code</td>
<td>Application Type</td>
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<td>Voluntary Remediation Program</td>
<td>VRP</td>
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<td>VRP Compliance Status Report</td>
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<td>Miscellaneous Correspondence</td>
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<td>RO/Owner for Solid Waste Program</td>
<td>SW</td>
<td>SW01. Notification of Permit-by-Rule Operation</td>
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<td>SW</td>
<td>SW02. Request for Minor Modification To Solid Waste Handling Permit</td>
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<td>SW</td>
<td>SW03. Solid Waste Handling Permit Application</td>
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<td></td>
<td>SW</td>
<td>SW04. Design and Operations Plan</td>
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<td>SW05. Public Participation and Additional Documentation</td>
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<td>SW06. Financial Assurance</td>
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<td>SW08. Remaining Capacity Report</td>
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<td>SW</td>
<td>SW09. Solid Waste Disposal and Recycling Report</td>
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<td>SW</td>
<td>SW10. CCR Unit - Application for Solid Waste Handling Permit</td>
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<td>MM</td>
<td>SW11. Periodic Methane Monitoring Report</td>
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<td>GM</td>
<td>Groundwater Document Submittal Form</td>
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<tr>
<td>RO/Owner for Surface Mining Program</td>
<td>SM</td>
<td>Surface Mining Permit Annual Report</td>
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<td>SM</td>
<td>Surface Mining Permit Application</td>
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<tr>
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<td>SM</td>
<td>Surface Mining Reclamation Report and Request for Release</td>
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</table>
6.4 Submit GEOS-NOI Applications

6.4.1 RO Account Types and Associated Submittal Types

<table>
<thead>
<tr>
<th>RO Account Type</th>
<th>RO Account Type Description</th>
<th>Submittal Type</th>
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</thead>
<tbody>
<tr>
<td>RO/Owner for Storm Water Construction</td>
<td>RO/Owner for Storm Water Construction</td>
<td>Stormwater Construction General Permit</td>
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<tr>
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<td></td>
<td>Construction NOI Sampling Report</td>
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<tr>
<td>RO/Owner for Storm Water Industrial</td>
<td>RO/Owner for Storm Water Industrial</td>
<td>Stormwater Industrial General Permit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GAR 050000 Annual Report</td>
</tr>
</tbody>
</table>

6.4.2 Submit Fee Payment

To submit an online payment, the user needs to register ‘Fee Payment’ as the Account Group and the Account Type. Then, click ‘Next’. If the User is also a “Responsible Official,” they can also select the “Responsible Official” as the Account Group and check the “Fee Payment” checkbox. The User does not need to associate them to a facility, so click “Next” to continue.

Register as Fee Payment Account

1. Using the login credentials in the email, the User can login and view their GEOS Dashboard. Click on the “Make Online Payment” button to submit a Payment.
2. Click the ‘Start’ button to begin an online payment.

3. Click ‘next’ to continue to the next part of the wizard.

4. The User must enter their FIMS Account ID and the Invoice Number. Once they do, they will be able to see the general invoice information and how much they have remaining on the invoice. Click ‘Next’ to continue.

5. Click ‘Next’ to continue.
6. User must select a Payment Method. A User that is making an Online Payment for their invoice will select the eCheck option.

![Image of Payment Method Selection](image)

7. For the final step, the User will need to certify the submission by entering an answer to one of their security questions and enter their GEOS Account PIN Number.

![Image of Security Question Certification](image)

Once the Public User has submitted a payment online, the ACH payment will be transmitted to Wells Fargo. From there, the payment will either be posted, returned, or rejected. If the payment is returned or rejected, GAEPD must notify the GEOS User that their payment failed. The User can then return to Step 7-12 if they wish to resubmit their payment by eCheck.

### 6.4.2.1 Verify Account Balance

The Public User can verify that their payment was accepted by GAEPD.

1. From the GEOS Public Portal Dashboard, the User can view their current FIMS Account Balance by clicking on the ‘Search for Transactions’ button.
2. The User will be prompted for their FIMS Account Number and their FIMS Account Key (or PIN).
   If you do not have your FIMS Account Key, please contact the relevant GAEPD authority to have your PIN resent.
6.5  Pay Drinking Water Invoice

6.5.1  Create GEOS Account and Specify Account Type

If the drinking water users have never used GEOS before, they may come to register a new GEOS account. Upon registration, they should select Account Group of “Fee Payment”, which is designed for users who only need to make payments in GEOS, and to check the Submittal Group of “Finance: Invoice Payment Only”.

After selection, users may proceed to the next pages for answering security questions and entering picture verifications. They don’t necessarily have to associate facilities into their GEOS account.

6.5.2  Make Payment

After registration, users can log into their own GEOS account to make online payment. They may either click on the “Make Online Payment” link on the dashboard, or go to “Submit” module > Start a new submittal (filtering the category as Fee/Invoice”) to start a payment.
To make the payment, users may enter the FIMS Account ID and Invoice Number received (from the invoice received from EPD), and click the search button to initiate the request.

GEOS will then use the Account ID and invoice number to automatically pull out the invoice details. After verifying the invoice details, users may proceed to the Payment tab to make ACH payment. Please note that all mandatory fields (marked with *) in the payment page have to be filled out properly.

In the last step, users have to enter their security questions and pin number to verify that they are the actual owner of this GEOS account. With all these steps done, an online payment will be completed in GEOS.