

# **GEOS AGENCY PORTAL – ADMIN GUIDE**

---

## **Georgia Environmental Protection Division (EPD)**

**Version: 1.0**

**Issued Date: August 20, 2014**

**enfoTech**

1368 How Lane  
North Brunswick, New Jersey 08902  
[www.enfotech.com](http://www.enfotech.com)



# TABLE OF CONTENTS

- 1 GEOS OVERVIEW ..... 4**
  - 1.1 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS ..... 4
  - 1.2 PREREQUISITES ..... 5
- 2 BUSINESS PROCESSES OVERVIEW..... 6**
  - 2.1 ACCOUNTS AND SECURITY MANAGEMENT ..... 6
    - 2.1.1 Public Account Creation ..... 6
    - 2.1.2 EPD to Create New User Accounts for EPD Staff ..... 7
  - 2.2 SUBMISSION AND PERMIT MANAGEMENT ..... 7
  - 2.3 INSPECTION MANAGEMENT ..... 8
- 3 SYSTEM OVERVIEW..... 9**
  - 3.1 SUMMARY OF SYSTEM ACTORS & BUSINESS GROUPS ..... 9
  - 3.2 OVERVIEW OF DATA FLOW BETWEEN GEOS & OTHER SYSTEMS ..... 11
- 4 SYSTEM SECURITY MANAGEMENT..... 12**
  - 4.1 MANAGING USERS ..... 12
  - 4.2 MANAGE ROLE & PERMISSIONS ..... 14
  - 4.3 MANAGE BUSINESS GROUPS SETUP ..... 14
- 5 SYSTEM CONFIGURATION MANAGEMENT ..... 15**
  - 5.1 CONFIGURE APPLICATION PROPERTIES..... 15
  - 5.2 CONFIGURE SYSTEM ENVIRONMENT ..... 18
  - 5.3 MAINTAIN & UPDATE REFERENCE DATA ..... 20
  - 5.4 MANAGE WORK FLOW SETUP..... 20
  - 5.5 KEEP TRACK OF SYSTEM LOGS ..... 21
- 6 OTHER HELPFUL INFORMATION ..... 22**
  - 6.1 AGENCY USER GROUP SETUP ..... 22
  - 6.2 PERMIT STATUS DESCRIPTIONS..... 24
  - 6.3 APPLICATION STATUS DESCRIPTIONS ..... 24
  - 6.4 INSPECTION STATUS DESCRIPTIONS ..... 25
- 7 APPENDIX..... 26**
  - 7.1 WORKFLOW ..... 26
  - 7.2 TITLE V WORK FLOW ..... 26
    - 7.2.1 Title V – Initial ..... 27
    - 7.2.2 Title V – Renewal ..... 28
    - 7.2.3 Title V - Administrative Amendment ..... 29
    - 7.2.4 Title V - Minor Modification ..... 29
    - 7.2.5 Title V - Minor Modification – Expedited..... 29
    - 7.2.6 Title V - Significant Modification ..... 30
    - 7.2.7 Title V - Significant Modification - Expedite ..... 31
    - 7.2.8 Title V - 502(b)10..... 31
    - 7.2.9 Title V - 502(b)10 - Expedited ..... 31



7.2.10 PSD - No Modeling..... 32

7.2.11 PSD - Modeling Required..... 33

7.2.12 PSD-No Modeling - Expedited ..... 33

7.2.13 PSD - Modeling Required - Expedited ..... 34

7.2.14 SIP – Major..... 34

7.2.15 SIP - Major Expedited ..... 35

7.2.16 SIP - Major (112(g), NSR, PSD)..... 36

7.2.17 SIP - Major (112(g) - Expedited..... 36

7.2.18 SIP - Major (PSD/NSR) - Expedited..... 37

7.2.19 SIP - Minor..... 37

7.2.20 SIP - Minor Expedited ..... 38

7.2.21 SIP - Synthetic Minor..... 38

7.2.22 SIP - Synthetic Minor - Expedited ..... 38

7.2.23 NPDES Work Flow ..... 38



# 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) For EPD:

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) For the Regulated Community:

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
  - 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 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:

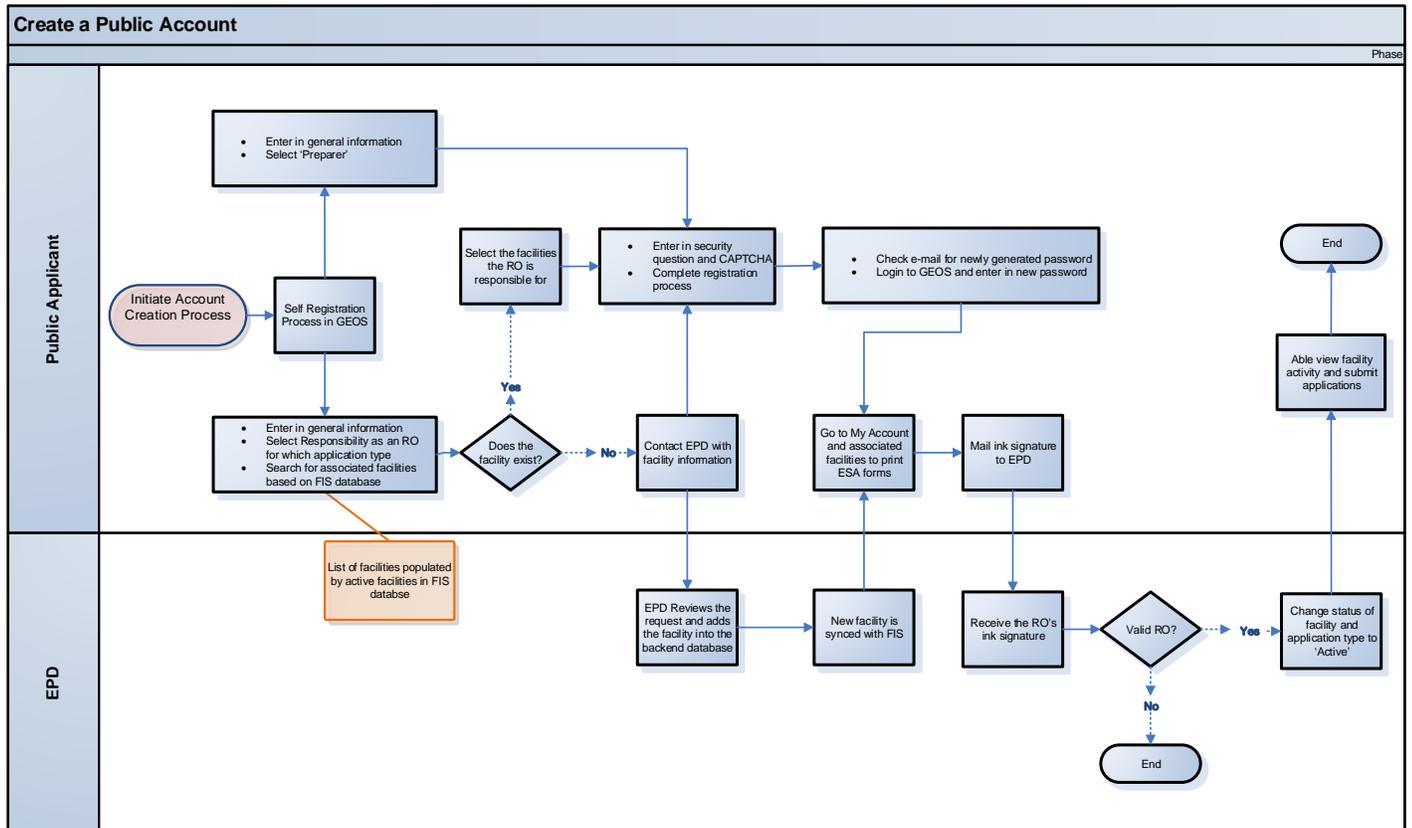
- Account creation
- Submission and permit management
- Inspection management

### 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

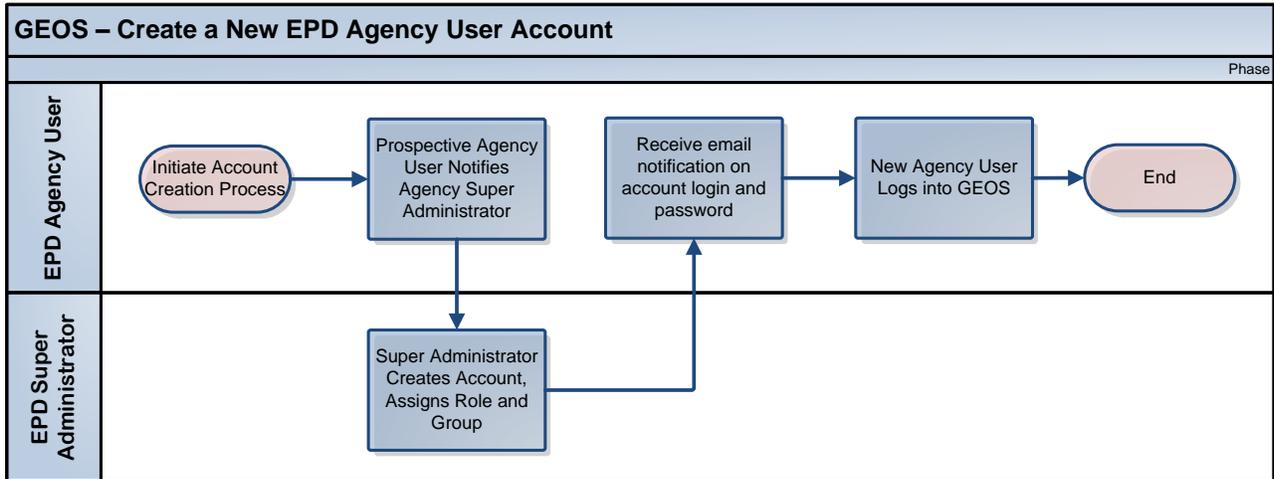
The diagram to the right outlines the steps necessary to create and activate an account.





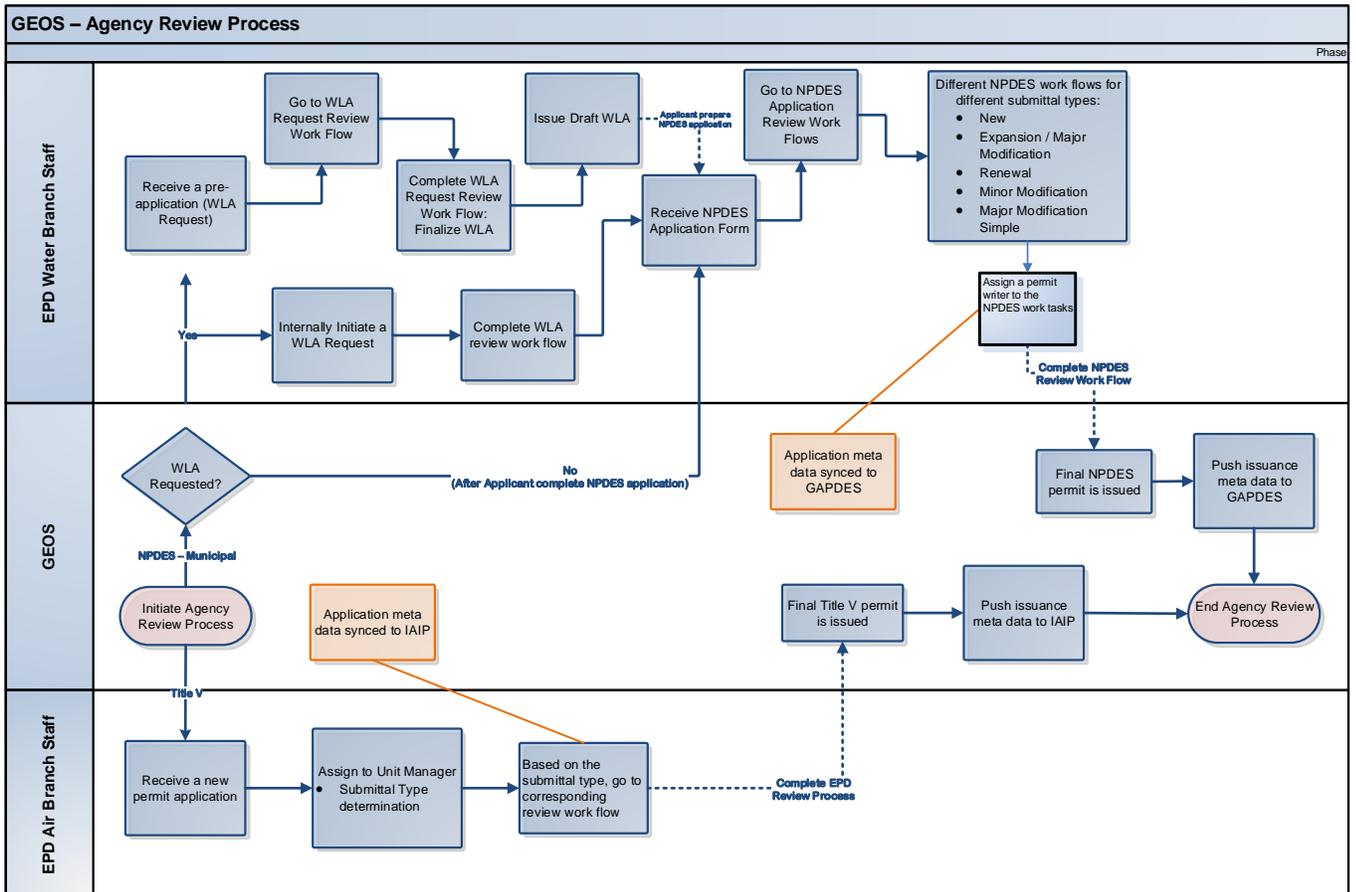
### 2.1.2 EPD to Create New User Accounts for EPD Staff

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



### 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.

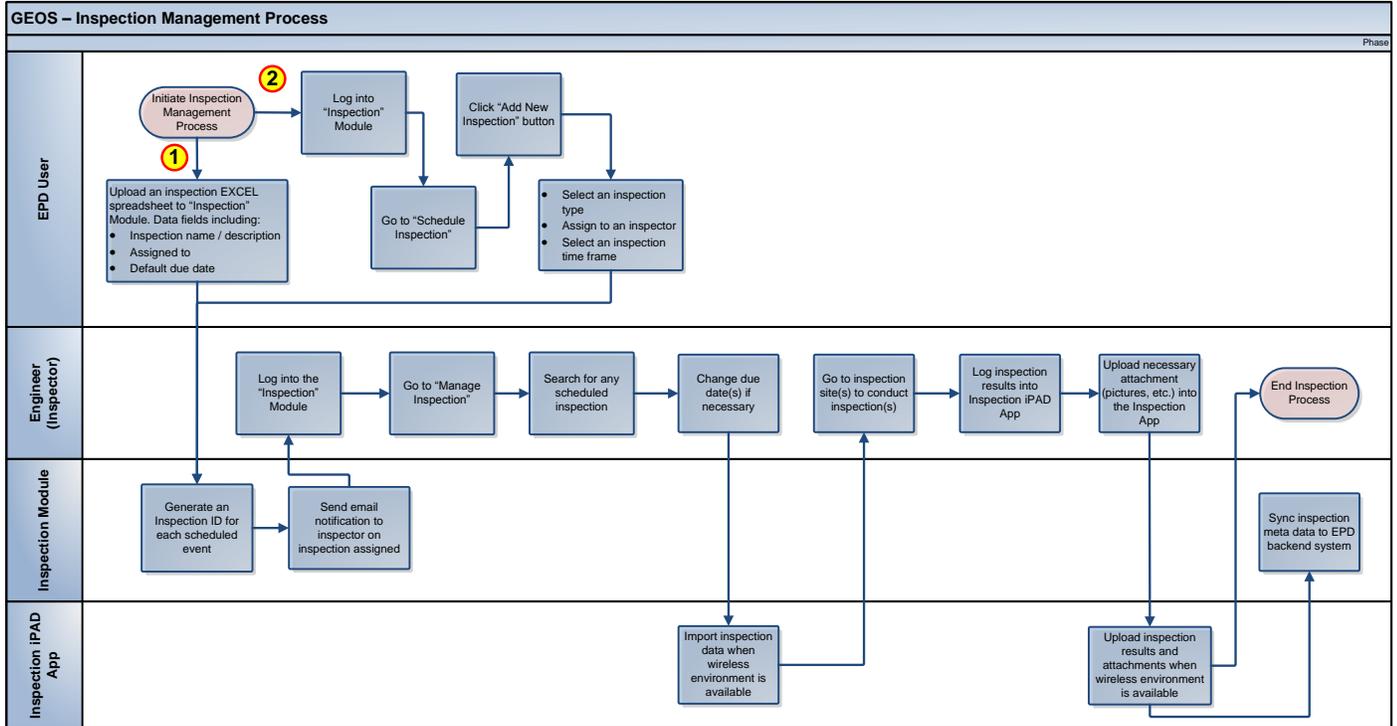


High Level Business Process for Application and Permit Management



### 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.



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)       | <ul style="list-style-type: none"> <li>▪ Prepare and submit an application form</li> <li>▪ Apply, amend, renew, or withdraw NPDES or Title V permit</li> <li>▪ Manage permit applications and permit information</li> <li>▪ Manage User account and contact information</li> <li>▪ Use the system on a regular basis for data entry/query, correspondence, and tracking application review status</li> </ul>  |
| 2                   | Public               | Preparer (Prepare-only)         | <ul style="list-style-type: none"> <li>▪ Prepare an application form</li> <li>▪ Use the system on a regular basis for data entry/query, correspondence, tracking application review status</li> </ul>   |
| <b>Water Branch</b> |                      |                                 |   |
| 3                   | Administration       | Branch Chief / Director / Admin | <ul style="list-style-type: none"> <li>▪ Sign on the final permit package</li> <li>▪ Uses the system on a regular basis for data query, reporting &amp; to track performance metrics</li> </ul>   |
| 4                   | WRP                  | Program Manager                 | <ul style="list-style-type: none"> <li>▪ Conduct technical review and decision on permit application</li> <li>▪ Submit draft permit package to EPA and applicant</li> <li>▪ Submit final permit package to Branch Chief / Director</li> <li>▪ Security level lower than Chief / Director / Admin, but higher than Unit Manager</li> <li>▪ Uses the system on a regular basis to review/query data, generate report &amp; track performance metrics</li> </ul> |
| 5                   | WRP – Municipal Unit | Unit Manager                    | <ul style="list-style-type: none"> <li>▪ Conduct technical review on permit application</li> <li>▪ Submit draft permit package to WRP Program Manager</li> <li>▪ Security level lower than Program Manager, but higher than all the Staff within its Unit</li> <li>▪ Uses the system on a regular basis for document review and data entry</li> </ul>   |
| 6                   | WRP – Municipal Unit | Permit Writer                   | <ul style="list-style-type: none"> <li>▪ Conduct technical review on permit application</li> <li>▪ Submit draft permit package to Unit Manager</li> <li>▪ Correspond with permit applicant</li> <li>▪ Keep track of Public Comment Period</li> <li>▪ Uses the system on a regular basis for document review, correspondence and data entry</li> </ul>   |



| ID                | Program              | Actor                           | Goals, Motives, and Usage Patterns   |
|-------------------|----------------------|---------------------------------|--|
| 7                 | WPMP                 | Program Manager                 | <ul style="list-style-type: none"> <li>Review, approve and sign off on the WLA memo and form</li> </ul>  |
| 8                 | WPMP - Modeling Unit | Unit Manager                    | <ul style="list-style-type: none"> <li>Assign WLA to Unit Staff to initiate permit application review</li> <li>Review and finalize WLA memo and form</li> <li>Uses the system on a regular basis for document review and data entry</li> </ul>   |
| 9                 | WPMP - Modeling Unit | Unit Staff                      | <ul style="list-style-type: none"> <li>Provide technical review on permit application to develop / modify a water quality model and to prepare WLA memo and form</li> </ul>  |
| <b>Air Branch</b> |                      |                                 |  |
| 10                | Administration       | Branch Chief / Director / Admin | <ul style="list-style-type: none"> <li>Conduct final management review</li> <li>Issue final permit</li> <li>Uses the system on a regular basis for data query, reporting &amp; to track performance metrics</li> </ul>   |
| 11                | Permitting           | Program Manager – SSPP          | <ul style="list-style-type: none"> <li>Conduct internal manager review and final management review</li> <li>Security level lower than Chief / Director / Admin, but higher than Manager</li> <li>Uses the system on a regular basis for data query, reporting &amp; to track performance metrics</li> </ul>  |
| 12                | Permitting           | Manager – SSPP                  | <ul style="list-style-type: none"> <li>Assign engineer resource after a permit application is received</li> <li>Conduct technical review on permit application</li> <li>Security level lower than Program Manager, but higher than all the Staff within its Unit</li> <li>Uses the system on a regular basis for document review and data entry</li> </ul> |
| 13                | Permitting           | Engineer                        | <ul style="list-style-type: none"> <li>Conduct technical review on permit application</li> <li>Issue draft permit</li> <li>Facilitate Public Comment Period</li> <li>Revise permit based on public comments</li> <li>Uses the system on a regular basis for document review, correspondence and data entry</li> </ul>                                      |
| 14                | SSCP                 | Program Manager                 | <ul style="list-style-type: none"> <li>Conduct technical review on permit application</li> <li>Uses the system on a regular basis for document review and data entry</li> </ul>  |
| 15                | SSCP                 | Manager                         | <ul style="list-style-type: none"> <li>Conduct technical review on permit application</li> <li>Uses the system on a regular basis for document review and data entry</li> </ul>  |
| 16                | SSCP                 | Engineer                        | <ul style="list-style-type: none"> <li>Conduct technical review on permit application</li> <li>Uses the system on a regular basis for document review and data entry</li> </ul>  |
| 17                | ISMP                 | Program Manager                 | <ul style="list-style-type: none"> <li>Conduct technical review on permit application</li> <li>Uses the system on a regular basis for document review and data entry</li> </ul>  |
| 18                | ISMP                 | Manager                         | <ul style="list-style-type: none"> <li>Conduct technical review on permit application</li> </ul>   |

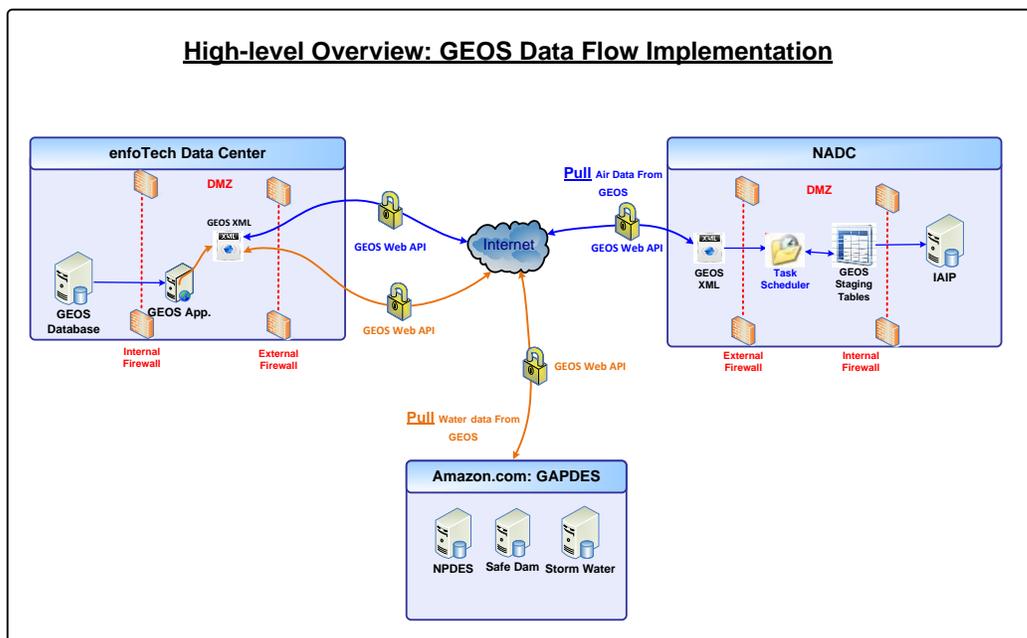
| ID | Program | Actor    | Goals, Motives, and Usage Patterns  |
|----|---------|----------|---|
|    |         |          | <ul style="list-style-type: none"> <li>Uses the system on a regular basis for document review and data entry</li> </ul>   |
| 19 | ISMP    | Engineer | <ul style="list-style-type: none"> <li>Conduct technical review on permit application</li> <li>Uses the system on a regular basis for document review and data entry</li> </ul> |
| 20 | MDU     | Manager  | <ul style="list-style-type: none"> <li>Conduct technical review for modelling</li> <li>Uses the system on a regular basis for document review and data entry</li> </ul>         |
| 21 | MDU     | Engineer | <ul style="list-style-type: none"> <li>Conduct technical review for modelling</li> <li>Uses the system on a regular basis for document review and data entry</li> </ul>         |

### 3.2 Overview of Data Flow between GEOS & Other Systems

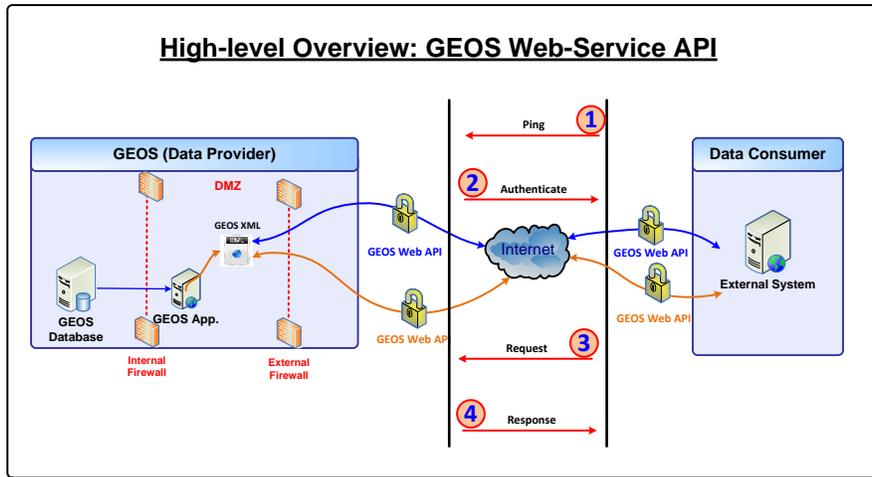
GEOS is an extremely flexible system that allows data to be called upon or retrieved by other systems through web services. This lets the administrator decide on who should be able to retrieve data and what type of data needs to be retrieved allowing GEOS to adjust dynamically based on new requirements.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



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.



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.

| View/Edit | Delete | User Name       | First Name | Last Name      | Job Title           | Email                             | Account Status | User Account Accepted? |
|-----------|--------|-----------------|------------|----------------|---------------------|-----------------------------------|----------------|------------------------|
|           |        | Mohdalla        | Mohamed    | Abdalla        | Permit Engineer     | mohamed_abdalla@dnr.state.ga.us   | Active         | No                     |
|           |        | Abdoo-Oufo      | Alanya     | Abdoo-Oufo     | Compliance Engineer | alanya.abdoo-oufo@dnr.state.ga.us | Active         | No                     |
|           |        | AMM             | Alisa      | AMM            | Permit Engineer     | alisa_amm@dnr.state.ga.us         | Active         | No                     |
|           |        | Jhason          | Jin        | Assen          | Permit Engineer     | jin_ahsen@dnr.state.ga.us         | Active         | No                     |
|           |        | Chaymala-Clarke | Chauvette  | Ayemala-Clarke | Permit Engineer     | Chauvette.Clarke@dnr.state.ga.us  | Active         | No                     |
|           |        | Stubb           | Jeff       | Balls          | ISMP Engineer       | jeff.stubb@dnr.state.ga.us        | Active         | No                     |
|           |        | Bolflowor       | Bradley    | Bolflowor      | Permit Engineer     | bradley.bolflowor@dnr.state.ga.us | Active         | No                     |
|           |        | Kentley         | Kath       | Bentley        | Branch Chief        | kath.bentley@dnr.state.ga.us      | Active         | No                     |
|           |        | Britton         | Cassie     | Britton        | Permit Engineer     | cassie_britton@dnr.state.ga.us    | Active         | No                     |
|           |        | Browne          | Renee C    | Browne         | Permit Engineer     | renee.browne@dnr.state.ga.us      | Active         | No                     |



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.

**USER INFORMATION**  
Detail information for the user.

**General Information**

\* First Name:  \* Last Name:

\* Employer:  Job Title:

\* Address Line 1:  Address Line 2:

\* City:  State:  \* Zip:  Country:

Area Code:  Phone No.:  Extension:

Mobile Area Code:  Mobile No.:  Mobile Provider:

\* Email:

Do you want to receive SMS messages through a mobile phone?  
 Do you want to save scheduled inspection to your Outlook Calendar?

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.

**User Account Information**

\* Username:  User Status:  Account Approval Status:

\* Default Security Group:

Enforce user must change password at next login

Note:

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.

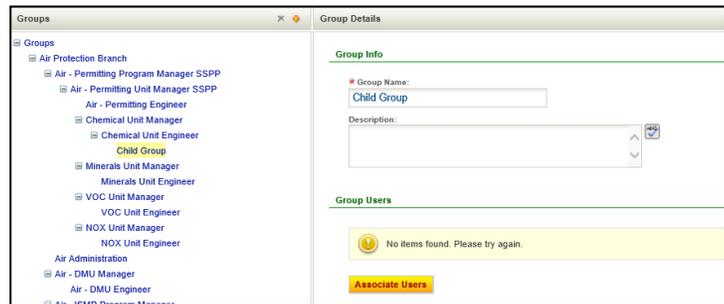
The groups will provide visibility for its members but without a role associated, the user will have no rights within the group. Please refer to section 6.1 to see the current grouping and role methodology used.

| System Roles                        |                                   |   |  |
|-------------------------------------|-----------------------------------|---|--|
| 1 - 15 of 16 item(s)                |                                   |   |  |
| Groups                              | Role Name                         | Description   | Groups   |
| <input type="checkbox"/>            | GUEST                             | Guest Access to: Nothing (i.e. View only Access)  | <input type="checkbox"/> Water - WPMP Modeling Unit Manager            |
| <input type="checkbox"/>            | APPLICATION - Clerk               | Application Clerk Access to: Paper Submissions and Application Admin Review   | <input type="checkbox"/> Water - WPMP Modeling Unit Manager            |
| <input type="checkbox"/>            | APPLICATION - Technical Assistant | Application Technical Assistant Access to: Application Technical Review, Inspection Scheduling                                      | <input type="checkbox"/> Water - WPMP Modeling Unit Manager            |
| <input type="checkbox"/>            | APPLICATION - Decision Maker      | Application Official Access to: Application Decision (i.e. Issue/Deny), Inspection Scheduling, Inspection Decision (i.e. Pass/Fail) | <input type="checkbox"/> Water - WPMP Modeling Unit Manager            |
| <input type="checkbox"/>            | APPLICATION - Inspection Manager  | Inspection Manager Access to: Inspection Scheduling, Inspection Decision (i.e. Pass/Fail)   | <input type="checkbox"/> Water - WPMP Modeling Unit Manager            |
| <input type="checkbox"/>            | SYSTEM - ADMIN                    | TOP LEVEL permission. Access to: Everything!  | <input type="checkbox"/> Water - WPMP Modeling Unit Manager            |
| <input type="checkbox"/>            | SYSTEM - MANAGER                  | The system setting manager who can add, modify users. Access to: all System Settings  | <input type="checkbox"/> Water - WPMP Modeling Unit Manager            |
| <input type="checkbox"/>            | OTHER - Report & Query Tool       | Other Access to: Report and Query Tool features   | <input type="checkbox"/> Water - WPMP Modeling Unit Manager            |
| <input type="checkbox"/>            | MANAGER                           | MANAGER   | <input type="checkbox"/> Water - WPMP Modeling Unit Manager            |
| <input type="checkbox"/>            | Branch Director                   | Branch Director   | <input type="checkbox"/> Water - WPMP Modeling Unit Manager            |
| <input type="checkbox"/>            | Program Manager                   | Program Manager   | <input type="checkbox"/> Water - WPMP Modeling Unit Manager            |
| <input checked="" type="checkbox"/> | Unit Manager                      | Unit Manager  | <input checked="" type="checkbox"/> Water - WPMP Modeling Unit Manager |





By clicking the  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  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.

App Name:  Type: (All)

**Search Result**

1 - 2 of 2 item(s)

| Edit | App Name                           | Type       | Status | Department           |
|------|------------------------------------|------------|--------|----------------------|
|      | 1004 - Title V Application         | CAA        | Active | Air Protection       |
|      | 1003 - NPDES Municipal Application | Wastewater | Active | Watershed Protection |

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.

General Package Setting Form Setting Message Template Notification Application Property SubSystem Item Group

This page allows you to configure general Application information displayed when your application is found using one of GEOS system search options. You can configure this needed? file. You can also modify the text displayed at the bottom of the Application Receipt for your application.

**Basic Information**

\* App Name:  \* Code:  \* Status:

\* Program:  \* Category:  \* Department:  \* Type:

Fee Desc:  Reference Number:

Related Web URI:

Description:

Keyword:

The application image can be changed from this section.

**Dashboard / Kiosk Setting**

  Put this application in kiosk mode?  
Sequence in kiosk:

Put this application in dashboard mode?  
Sequence in dashboard:

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.

**Supporting Document Mail-To**

\* Mail To:  
Georgia Department of Natural Resources  
Address Line 1:  Address Line 2:   
City:  State:  Zip:   
Instruction:

**Supporting Document Fax-To**

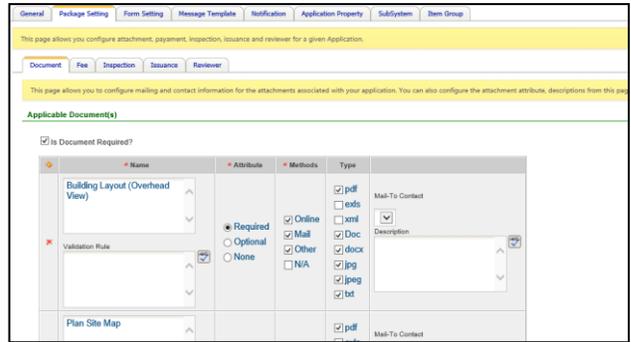
Fax Number:   
Instruction:

**Application Fee Pay-To**

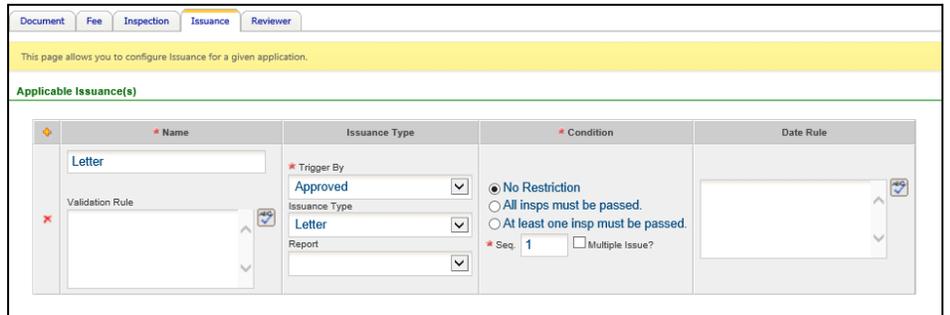
\* Pay To:  
Georgia Department of Natural Resources  
Address Line 1:  Address Line 2:   
City:  State:  Zip:   
Instruction:



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.

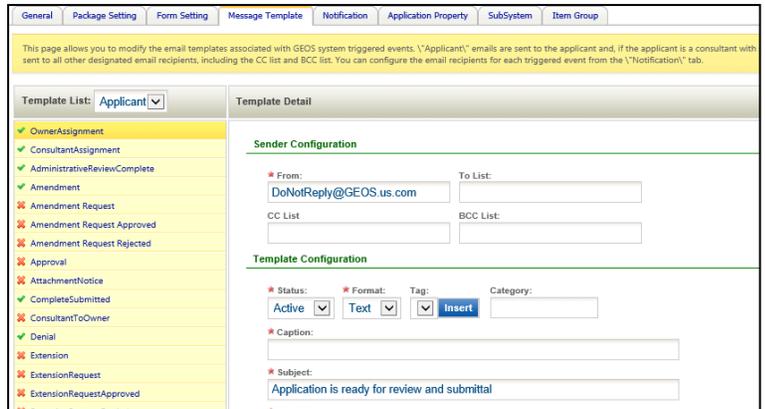


Under the 'Issuance' tab, the administrator can set trigger conditions and set restrictions.

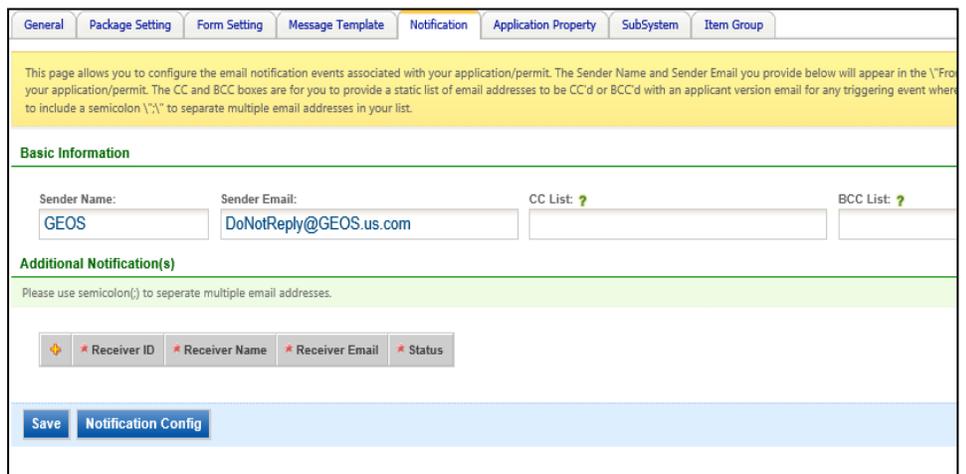


The 'Form Setting' tab allows the administrator to control individual sections of the application. The user can add additional sections or delete sections. The user can also set if the section is optional, not applicable, etc.

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.

| Web Service Name  | Web Service URL   | Web Service Token               | Web Service Status | Delete |
|-------------------|---|---------------------------------|--------------------|--------|
| mywebservice      | https://www.mywebservice.com/v11  | AKFNQ435L32J56M63L431423FAWF324 | A                  | X      |
| InballigentSearch | http://www.inballigentsearch.com/CorrectAddressWS/CorrectAddressWebService.asmx | GovOnline                       | A                  | X      |

| Status | IP Address      | Name                       | Port | Timeout (milli-seconds) |
|--------|-----------------|----------------------------|------|-------------------------|
| A      | 129.6.15.28     | time-a.nist.gov            | 13   | 1000                    |
| A      | 129.6.15.29     | time-b.nist.gov            | 13   | 1000                    |
| A      | 132.163.4.101   | time-a.timefreq.blrdoc.gov | 13   | 1000                    |
| A      | 132.163.4.102   | time-b.timefreq.blrdoc.gov | 13   | 1000                    |
| A      | 132.163.4.103   | time-c.timefreq.blrdoc.gov | 13   | 1000                    |
| A      | 128.138.140.44  | utcnist.colorado.edu       | 13   | 1000                    |
| A      | 192.43.244.18   | time.nist.gov              | 13   | 1000                    |
| A      | 131.107.1.10    | time-nv.nist.gov           | 13   | 1000                    |
| A      | 63.149.208.50   | nist1.datum.com            | 13   | 1000                    |
| A      | 216.200.93.8    | nist1-dc-glassey.com       | 13   | 1000                    |
| A      | 208.184.49.9    | nist1-my-glassey.com       | 13   | 1000                    |
| A      | 207.126.103.204 | nist1-sj-glassey.com       | 13   | 1000                    |
| A      | 207.200.81.113  | nist1-aol-ca.truestime.com | 13   | 1000                    |

### 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.

| View/Edit | Code        | Name | Description                          | Status CD | Updated Date | Updated By |
|-----------|-------------|------|--------------------------------------|-----------|--------------|------------|
|           | .02(12)     | SIP  | Clean Air Interstate Rule NOx        | Inactive  | 2014-07-23   | admin      |
|           | .02(2)(3)   | SIP  | Sampling                             | Inactive  | 2014-07-23   | admin      |
|           | .02(2)(5)   | SIP  | Open Burning                         | Inactive  |              |            |
|           | .02(2)(aa)  | SIP  | VOC Emissions from Wire Coating      | Inactive  |              |            |
|           | .02(2)(aaa) | SIP  | Consumer and Commercial Products     | Inactive  |              |            |
|           | .02(2)(b)   | SIP  | Visible Emissions                    | Inactive  |              |            |
|           | .02(2)(bb)  | SIP  | Petroleum Liquid Storage             | Inactive  |              |            |
|           | .02(2)(bbb) | SIP  | Gasoline Marketing                   | Inactive  |              |            |
|           | .02(2)(c)   | SIP  | Incinerators                         | Inactive  |              |            |
|           | .02(2)(cc)  | SIP  | Bulk Gasoline Terminals              | Inactive  |              |            |
|           | .02(2)(ccc) | SIP  | VOC Emissions from Bulk Mixing Tanks | Inactive  |              |            |
|           | .02(2)(d)   | SIP  | Fuel-burning Equipment               | Inactive  |              |            |

### 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.

| Property Name  | Value From | Value To |
|----------------|------------|----------|
| NPDESRequired  | Y          | Y        |
| SubStatusRid   | 3          | 5        |
| ApplicationRid | 1003       | 1003     |

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.

| Parameter Name | Parameter Value                    |
|----------------|------------------------------------|
| ObjectType     | EnSuite.Core.Biz.Permit.Submission |

### 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

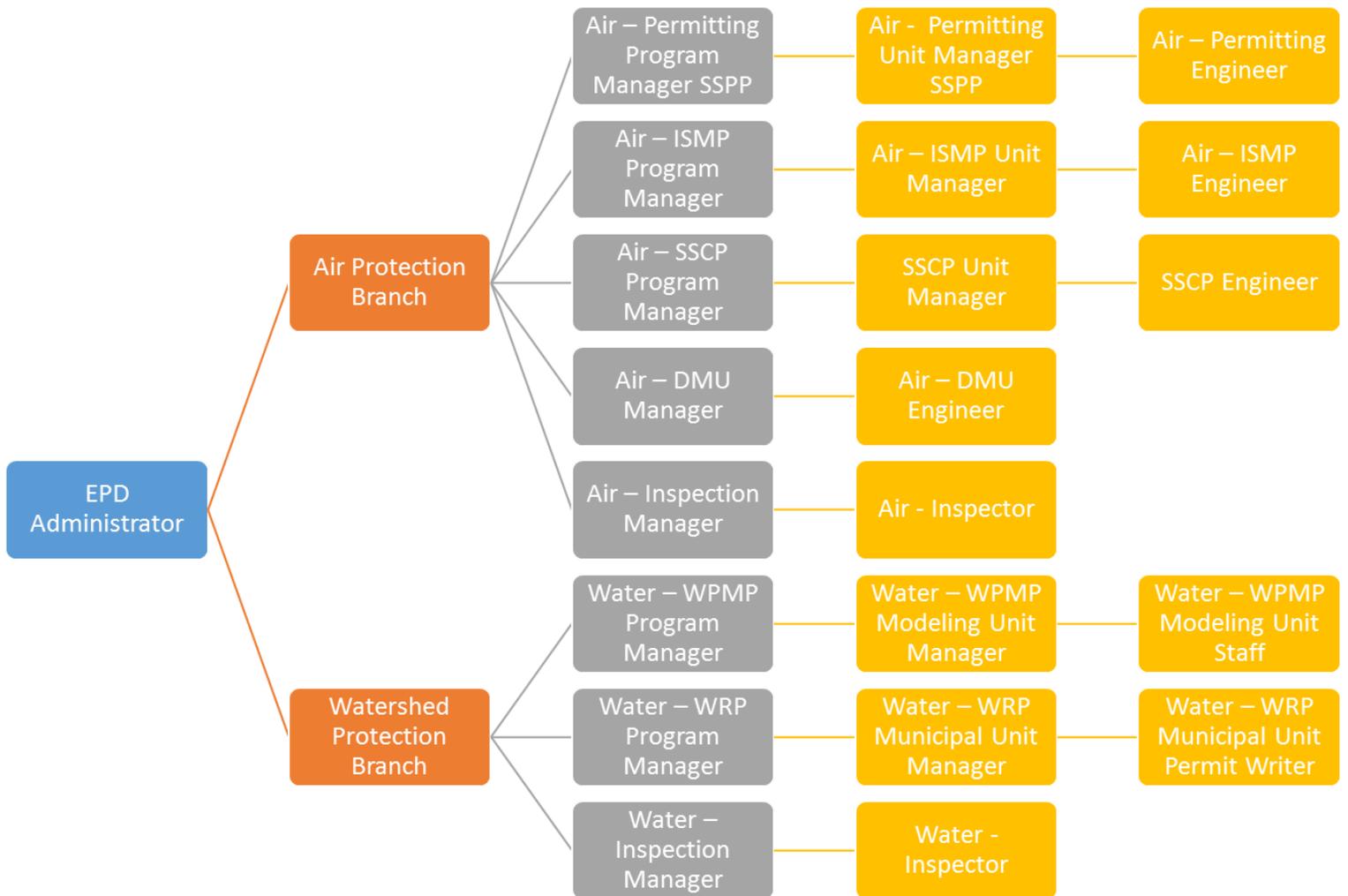
Search Result

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.govonlineasas.com/GA/Agency/EnSuite/Permit/Pages/Application/FormWizard/DynamicFormWizard.aspx?query=PGLVRN9ogOWTmm5vPWz4fcom53g3mPxDPp56eV5S+HFdzVMe0XNSNMGA1d7KCL] Column 'RuleID' does not belong to table Table1. | Error        | 7/31/2014 3:46:27 PM |
|        | [Error URL: http://uat.govonlineasas.com/GA/Agency/EnSuite/Permit/Pages/Application/FormWizard/DynamicFormWizard.aspx?query=PGLVRN9ogOWTmm5vPWz4fcom53g3mPxDPp56eV5S+HFdzVMe0XNSNMGA1d7KCL] Column 'RuleID' does not belong to table Table1. | Error        | 7/31/2014 3:46:26 PM |
|        | [Error URL: http://uat.govonlineasas.com/GA/Agency/EnSuite/Permit/Pages/Application/FormWizard/DynamicFormWizard.aspx?query=PGLVRN9ogOWTmm5vPWz4fcom53g3mPxDPp56eV5S+HFdzVMe0XNSNMGA1d7KCL] 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 7:26:13 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    |



| ID | Business Group                           | Data Type Access Rights  | Role               |
|----|--|--|--------------------|
| 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    |
| 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      |
| 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          |



|    |                    | Module               |  |                                      |        |                          |  |
|----|--------------------|----------------------|--|--------------------------------------|--------|--------------------------|--|
| ID | Role               | 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. |



| GEOS Application Status             | Application Status Description   |
|-------------------------------------|--|
| 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).   |
| 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

### 7.2 Title V Work Flow

| Work Task                            | Assigned To                             | Special Data Elements To Be Tracked  | TV -I                               | TV -R                               | TV - AA                             | TV - M / M / M / ME                 | TV - SM / SM E                      | TV-5b10 / 5b10E                     | P S D- N M / N M E                  | PS D- M / ME                        | SI P- A / AE                        | SI P- AS                            | SI P- A1 E                          | SI P- AP NE                         | SIP- B / BE                         | SIP- SM / SM E                      |
|--------------------------------------|---|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Submittal Type Determination         | SIC Group Determination to Unit Manager | 1. Submittal Type Assignment<br>2. Accepted to Expedited Program?<br>3. Assign to Engineer: (drop-down selection)  | <input checked="" type="checkbox"/> |
| Public Advisory Determination        | Permit Engineer                         | Radio button "PA Needed?" to track   | <input checked="" type="checkbox"/> |
| Technical Review - SSPP Engineer     | Permit Engineer                         | 1. For Expedited type, fee tracked at "Payment" tab;<br>2. Assign to ISMP Manager:<br>3. Assign to ISMP Engineer:<br>4. Assign to SSCP Manager:<br>5. Assign to SSCP Engineer: (2 – 5 are drop-down selection) | <input checked="" type="checkbox"/> |
| Technical Review - Modeling          | Modeling Unit Manager                   | --   |                                     |                                     |                                     | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |                                     |                                     |
| Technical Review - Internal Review   | ISMP and SSCP Engineer/ Manager         | --   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> |                                     |                                     |
| Incorporate Internal Review Comments | Technical Review                        | --   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> |                                     |                                     |
| Unit Manager Review                  | Technical Review                        | --   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> |                                     |                                     |
| Program Manager                      | Technical                               | --   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> |                                     |                                     |



|  |   |  |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
|--|---|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Review   | Review  |  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> |                                     |                                     |
| Draft Permit Issuance                              | Technical Review  | Allow user to specify a permit issued date   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> |                                     |                                     |
| Waiting for Facility to Notify Public Notice Ready | Technical Review  | --   |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |
| Public Notice                                      | Public Comment Period Open  | --   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> |                                     |                                     | <input checked="" type="checkbox"/> |                                     |                                     |
| EPA Comment Period <sup>1</sup>                    | Public Comment Period Closed  | Provide 3 radio buttons<br>1)"Waived?",<br>2)"Received comments resulting in permit changes",<br>3)"Received comments not changing permit" | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |                                     |                                     |                                     |                                     |                                     |
| Revised Permit based on comments                   | Technical Review Complete   | --   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/> |                                     |                                     |
| Final Management Review - UC                       | Final Technical Review  | For TV-AA, provide a checkbox to indicate if "off permit change". If checked, end here.  | <input checked="" type="checkbox"/> |
| Final Management Review - PM                       | Final Technical Review  | --   | <input checked="" type="checkbox"/> |
| Final Management Review - Branch Chief             | Final Technical Review  | --   | <input checked="" type="checkbox"/> |
| Final Management Review - Directors Office         | Approved  | --   | <input checked="" type="checkbox"/> |
| Final Permit Issued                                | Permit Issued   | Allow user to specify a permit issued date   | <input checked="" type="checkbox"/> |
| <b>Minimum Data Elements Tracked At Each Step</b>  | 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 |  |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |                                     |

### 7.2.1 Title V – Initial

<sup>1</sup> EPA Comment Period will be different based on the radio button selection.



| #  | 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,<br>Manager - ISMP,<br>Engineer - SSCP,<br>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               |

### 7.2.2 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,<br>Manager - ISMP,<br>Engineer - SSCP,<br>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  |                 |



| #  | 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        |                 |

### 7.2.3 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        |                 |

### 7.2.4 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,<br>Manager - ISMP,<br>Engineer - SSCP,<br>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              |
| 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  |                 |

### 7.2.5 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              |



| #  | Work Task Name                             | Upload Permit Document?       | Work Group Assignment   | Duration (Days) |
|----|--|-------------------------------|---|-----------------|
| 3  | Technical Review - Internal Review         | Yes, track change version(s)? | Engineer - ISMP,<br>Manager - ISMP,<br>Engineer - SSCP,<br>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  |                 |

### 7.2.6 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,<br>Manager - DMU  | 60              |
| 3B | Technical Review - Internal Review                 | Yes, track change version(s)? | Engineer - ISMP,<br>Manager - ISMP,<br>Engineer - SSCP,<br>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  |                 |



### 7.2.7 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,<br>Manager - DMU  | 60              |
| 3B | Technical Review - Internal Review                 | Yes, track change version(s)? | Engineer - ISMP,<br>Manager - ISMP,<br>Engineer - SSCP,<br>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  |                 |

### 7.2.8 Title V - 502(b)10

| #  | 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        |                 |

### 7.2.9 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              |



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

**7.2.10 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,<br>Manager - DMU  | 60              |
| 3B | Technical Review - Internal Review                 | Yes                     | Engineer - ISMP,<br>Manager - ISMP,<br>Engineer - SSCP,<br>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  |                 |



### 7.2.11 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,<br>Manager - DMU  | 90              |
| 3B | Technical Review - Internal Review                 | Yes                     | Engineer - ISMP,<br>Manager - ISMP,<br>Engineer - SSCP,<br>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  |                 |

### 7.2.12 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,<br>Manager - DMU  | 60              |
| 3B | Technical Review - Internal Review                 | Yes, track change version(s)? | Engineer - ISMP,<br>Manager - ISMP,<br>Engineer - SSCP,<br>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              |



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

**7.2.13 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,<br>Manager - DMU  | 60              |
| 3B | Technical Review - Internal Review                 | Yes, track change version(s)? | Engineer - ISMP,<br>Manager - ISMP,<br>Engineer - SSCP,<br>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  |                 |

**7.2.14 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              |



| #  | Work Task Name                                     | Upload Permit Document? | Work Group Assignment   | Duration (Days) |
|----|--|-------------------------|---|-----------------|
| 3  | Technical Review - Internal Review                 | Yes                     | Engineer - ISMP,<br>Manager - ISMP,<br>Engineer - SSCP,<br>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  |                 |

**7.2.15 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,<br>Manager - ISMP,<br>Engineer - SSCP,<br>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  |                 |
| 14 | Final Management Review - Directors Office         | No                      | Administration  |                 |
| 15 | Final Permit Issued                                | Yes (Final Permit)      | Administration  |                 |



**7.2.16 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,<br>Manager - DMU  | 60              |
| 3B | Technical Review - Internal Review                 | Yes                     | Engineer - ISMP,<br>Manager - ISMP,<br>Engineer - SSCP,<br>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  |                 |

**7.2.17 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,<br>Manager - DMU  | 60              |
| 3B | Technical Review - Internal Review                 | Yes                     | Engineer - ISMP,<br>Manager - ISMP,<br>Engineer - SSCP,<br>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               |



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

**7.2.18 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   |                 |

**7.2.19 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              |
| 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        |                 |



### 7.2.20 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        |                 |

### 7.2.21 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        |                 |

### 7.2.22 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        |                 |
| 7  | Final Permit Issued                        | Yes (Final Permit)      | Administration        |                 |

### 7.2.23 NPDES Work Flow

#### Work Tasks for Different Application Types

| # | Work Task <sup>2</sup> | WLA Request Form | NPDES New Permit Application | NPDES Expansion or Major Modification | NPDES Renewal Permit Application | NPDES Minor Modification | GEOS Application Status Upon Completion of Task |
|---|------------------------|------------------|------------------------------|---------------------------------------|----------------------------------|--------------------------|---|
|   |                        |                  |                              |                                       |                                  |                          |   |

<sup>2</sup> Both GEOS Application Status and the current work task will be visible to Applicant for review status tracking.



| #                | Work Task <sup>2</sup>  | WLA Request Form  | NPDES New Permit Application  | NPDES Expansion or Major Modification  | NPDES Renewal Permit Application   | NPDES Minor Modification   | GEOS Application Status Upon Completion of Task |
|------------------|---|---|---|--|--|--|---|
| 1                | Wasteload Allocation Request Assignment                       | <input checked="" type="checkbox"/>   |   |  |  |  | Pre-Application Review                          |
| 2                | Wasteload Allocation Development                              | <input checked="" type="checkbox"/>   |   |  |  |  | Pre-Application Review                          |
| 3                | Wasteload Allocation Unit Manager Review                      | <input checked="" type="checkbox"/>   |   |  |  |  | Pre-Application Review                          |
| 4                | Wasteload Allocation Program Manager Review                   | <input checked="" type="checkbox"/>   |   |  |  |  | Pre-Application Review                          |
| 5                | Wasteload Allocation Branch Program Manager's Internal Review | <input checked="" type="checkbox"/>   |   |  |  |  | Pre-Application Review                          |
| 6                | Wasteload Finalized   | <input checked="" type="checkbox"/><br>Allow user to specify a document issued date |   |  |  |  | Pre-Application Review Complete                 |
| 7                | Application Received  |   | <input checked="" type="checkbox"/><br>For new permit application, DDR, Anti-Deg, EID are required. | <input checked="" type="checkbox"/><br>1) If "DDR Needed?" checked, generate 8A;<br>2) if "Anti-Deg Needed?" checked, generate 8B;<br>3) if "EID Needed?" checked, generate 8C;<br>4) If none checked, go to Step 9. | <input checked="" type="checkbox"/><br>1) If "DDR Needed?" checked, generate 8A;<br>2) if "Anti-Deg Needed?" checked, generate 8B;<br>3) if "EID Needed?" checked, generate 8C;<br>4) If none checked, go to Step 9. | <input checked="" type="checkbox"/><br>1) If "DDR Needed?" checked, generate 8A;<br>2) if "Anti-Deg Needed?" checked, generate 8B;<br>3) if "EID Needed?" checked, generate 8C;<br>4) If none checked, go to Step 9. | Admin Review                                    |
| 8A1 <sup>3</sup> | Design Development Report (DDR) Assignment                    |   | <input checked="" type="checkbox"/>   | Optional   | Optional   | Optional   | Admin Review                                    |
| 8A2              | Design Development Report (DDR) Review                        |   | <input checked="" type="checkbox"/>   | Optional   | Optional   | Optional   | Admin Review                                    |

<sup>3</sup> At Step 7, if the checkbox for "DDR, Anti-Deg and EID Attached?" is checked, then 8A, 8B, and 8C work tasks will be generated and run in parallel with all the other tasks (9 through 20), including each other.



| #   | Work Task <sup>2</sup>                         | WLA Request Form | NPDES New Permit Application   | NPDES Expansion or Major Modification  | NPDES Renewal Permit Application   | NPDES Minor Modification            | GEOS Application Status Upon Completion of Task |
|-----|--|------------------|--|--|--|-------------------------------------|---|
| 8B1 | Anti-degradation Assignment                    |                  | <input checked="" type="checkbox"/>  | Optional   | Optional   | Optional                            | Admin Review                                    |
| 8B2 | Anti-degradation Analysis                      |                  | <input checked="" type="checkbox"/>  | Optional   | Optional   | Optional                            | Admin Review                                    |
| 8C1 | Environmental Information Document Assignment  |                  | <input checked="" type="checkbox"/>  | Optional   | Optional   | Optional                            | Admin Review                                    |
| 8C2 | Environmental Information Document Review      |                  | <input checked="" type="checkbox"/>  | Optional   | Optional   | Optional                            | Admin Review                                    |
| 9   | Completeness Review                            |                  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> | Admin Review Complete                           |
| 10  | Technical Review                               |                  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> | Technical Review                                |
| 11  | Unit Manager Review                            |                  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> | Technical Review                                |
| 12  | Program Manager Review                         |                  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> | Technical Review                                |
| 13  | Draft Permit Issuance                          |                  | <input checked="" type="checkbox"/><br>Allow user to specify a permit issued date  | <input checked="" type="checkbox"/><br>Allow user to specify a permit issued date  | <input checked="" type="checkbox"/><br>Allow user to specify a permit issued date  |                                     | Technical Review                                |
| 14  | Public Notice                                  |                  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  |                                     | Public Comment Period Open                      |
| 15  | End of Public Comment Period                   |                  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  |                                     | Public Comment Period Closed                    |
| 16A | Revised Permit Based on Comments               |                  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  |                                     | Technical Review Complete                       |
| 16B | EPA Review (optional)                          |                  | <input checked="" type="checkbox"/><br>Depending on the end date of EPA Review is entered or not. If entered, cannot move to Step 17 until end date passed. If not, move to Step 17. | <input checked="" type="checkbox"/><br>Depending on the end date of EPA Review is entered or not. If entered, cannot move to Step 17 until end date passed. If not, move to Step 17. | <input checked="" type="checkbox"/><br>Depending on the end date of EPA Review is entered or not. If entered, cannot move to Step 17 until end date passed. If not, move to Step 17. |                                     | Technical Review Complete                       |
| 17  | Final Permit to Branch Chief/Director's Office |                  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> | Approved  |
| 18  | Final Action                                   |                  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> | Permit Issued                                   |



| #   | Work Task <sup>2</sup>           | WLA Request Form  | NPDES New Permit Application               | NPDES Expansion or Major Modification      | NPDES Renewal Permit Application           | NPDES Minor Modification            | GEOS Application Status Upon Completion of Task |
|---|----------------------------------|---|--|--|--|-------------------------------------|---|
|   |                                  |   | Allow user to specify a permit issued date | Allow user to specify a permit issued date | Allow user to specify a permit issued date |                                     |   |
| 19  | Push Final Permit to GAPDES/ICIS |   | <input checked="" type="checkbox"/>        | <input checked="" type="checkbox"/>        | <input checked="" type="checkbox"/>        | <input checked="" type="checkbox"/> | Permit Issued                                   |
| <b>Minimum Data Elements Tracked at Each Step</b> |                                  | 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 |  |  |  |                                     |   |

**7.2.23.1 WLA Request Review Work Flow**

| # | Work Task Name <sup>4</sup>                                   | GEOS Application Status          | Upload Permit Documents?                     | Work Group Assignment                 | Duration <sup>5</sup> (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) <sup>6</sup> | Planning & Monitoring Program Manager | 5                            |

**7.2.23.2 NPDES New Permit Application Review Work Flow**

| #   | Work Task Name <sup>7</sup>                   | GEOS Application Status | Upload Permit Documents? | Work Group Assignment | Duration (Days) |
|-----|---|-------------------------|--------------------------|-----------------------|-----------------|
| 7   | Application Received                          | Admin Review            | No                       | Automatic             | N/A             |
| 8A1 | Design Development Report (DDR) Assignment    | Admin Review            | No                       | Automatic             | N/A             |
| 8A2 | Design Development Report (DDR) Review        | Admin Review            | No                       | Permit Writer         | 45              |
| 8B1 | Anti-degradation Assignment                   | Admin Review            | No                       | Automatic             | N/A             |
| 8B2 | Anti-degradation Analysis                     | Admin Review            | No                       | Permit Writer         | 45              |
| 8C1 | Environmental Information Document Assignment | Admin Review            | No                       | Automatic             | N/A             |

<sup>4</sup> GEOS will display both current Work Task and GEOS Application Status to Applicant.

<sup>5</sup> 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)

<sup>6</sup> Any previous versions of uploaded documents are destroyed.

<sup>7</sup> GEOS will display current Work Task to Applicant.



| #   | Work Task Name <sup>7</sup>                    | GEOS Application Status      | Upload Permit Documents?        | Work Group Assignment | Duration (Days)  |
|-----|--|------------------------------|---------------------------------|-----------------------|--|
| 8C2 | Environmental Information Document Review      | Admin Review                 | No                              | Permit Writer         | 45   |
| 9   | Completeness Review                            | Admin Review Complete        | No                              | Permit Writer         | 10   |
| 10  | Technical Review                               | Technical Reivew             | Yes                             | Permit Writer         | 90   |
| 11  | Unit Manager Review                            | Technical Reivew             | Yes                             | Unit Manager          | 10   |
| 12  | Program Manager Review                         | Technical Reivew             | No                              | Program Manager       | 10   |
| 13  | Draft Permit Issuance                          | Technical Reivew             | Yes (draft permit) <sup>8</sup> | Permit Writer         | 2  |
| 14  | Public Notice                                  | Public Comment Period Open   | No                              | Permit Writer         | 14   |
| 15  | End of Public Comment Period                   | Public Comment Period Closed | No                              | Permit Writer         | N/A  |
| 16A | Revised Permit Based on Comments               | Technical Reivew Complete    | Yes (Final Permit)              | Permit Writer         | 30   |
| 16B | EPA Review (optional)                          | Technical Reivew Complete    | No                              | Permit Writer         | End date entered by Permit Writer; if no end date, go to Step 17 |
| 17  | Final Permit to Branch Chief/Director's Office | Approved                     | No                              | Program Manager       | 10   |
| 18  | Final Action                                   | Permit Issued                | Yes (Final Permit) <sup>9</sup> | Permit Writer         | N/A  |
| 19  | Push Final Permit to GAPDES/ICIS               | Permit Issued                | No                              | Permit Writer         | 3  |

**7.2.23.3 NPDES Expansion or Major Modification Review Work Flow**

| #                 | Work Task Name                                | GEOS Application Status | Upload Permit Documents? | Work Group Assignment | Duration (Days) |
|-------------------|---|-------------------------|--------------------------|-----------------------|-----------------|
| 7                 | Application Received                          | Admin Review            | No                       | Automatic             | N/A             |
| 8A1               | Design Development Report (DDR) Assignment    | Admin Review            | No                       | Automatic             | N/A             |
| 8A2               | Design Development Report (DDR) Review        | Admin Review            | No                       | Permit Writer         | 45              |
| 8B1               | Anti-degradation Assignment                   | Admin Review            | No                       | Automatic             | N/A             |
| 8B2               | Anti-degradation Analysis                     | Admin Review            | No                       | Permit Writer         | 45              |
| 8C1               | Environmental Information Document Assignment | Admin Review            | No                       | Automatic             | N/A             |
| 8C2 <sup>10</sup> | Environmental Information                     | Admin Review            | No                       | Permit Writer         | 45              |

<sup>8</sup> All previous versions should be deleted.

<sup>9</sup> All previous versions of final permit documents (Row 13 documents should remain) should be deleted.

<sup>10</sup> 8A, 8B and 8C are optional, depending on whether DDR, Anti-Deg and EID reports are submitted or not.



| #   | Work Task Name                                 | GEOS Application Status      | Upload Permit Documents? | Work Group Assignment | Duration (Days)  |
|-----|--|------------------------------|--------------------------|-----------------------|--|
|     | Document Review                                |                              |                          |                       |  |
| 9   | Completeness Review                            | Admin Review Complete        | No                       | Permit Writer         | 10   |
| 10  | Technical Review                               | Technical Reivew             | Yes                      | Permit Writer         | 90   |
| 11  | Unit Manager Review                            | Technical Reivew             | Yes                      | Unit Manager          | 10   |
| 12  | Program Manager Review                         | Technical Reivew             | No                       | Program Manager       | 10   |
| 13  | Draft Permit Issuance                          | Technical Reivew             | Yes (draft permit)       | Permit Writer         | 2  |
| 14  | Public Notice                                  | Public Comment Period Open   | No                       | Permit Writer         | 14   |
| 15  | End of Public Comment Period                   | Public Comment Period Closed | No                       | Permit Writer         | N/A  |
| 16A | Revised Permit Based on Comments               | Technical Reivew Complete    | Yes (Final Permit)       | Permit Writer         | 30   |
| 16B | EPA Review (optional)                          | Technical Reivew Complete    | No                       | Permit Writer         | End date entered by Permit Writer; if no end date, go to Step 17 |
| 17  | Final Permit to Branch Chief/Director's Office | Approved                     | No                       | Program Manager       | 10   |
| 18  | Final Action                                   | Permit Issued                | Yes (Final Permit)       | Permit Writer         | N/A  |
| 19  | Push Final Permit to GAPDES/ICIS               | Permit Issued                | No                       | Permit Writer         | 3  |

**7.2.23.4 NPDES Permit Renewal Application Review Work Flow**

| #  | Work Task Name <sup>11</sup>     | 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  | Unit Manager Review              | Technical Reivew             | Yes                      | Unit Manager          | 10   |
| 5  | Program Manager Review           | Technical Reivew             | No                       | Program Manager       | 10   |
| 6  | Draft Permit Issuance            | Technical Reivew             | Yes (draft permit)       | Permit Writer         | 2  |
| 7  | Public Notice                    | Public Comment Period Open   | No                       | Permit Writer         | 14   |
| 8  | End of Public Comment Period     | Public Comment Period Closed | No                       | Permit Writer         | N/A  |
| 9A | Revised Permit Based on Comments | Technical Reivew Complete    | Yes (Final Permit)       | Permit Writer         | 30   |
| 9B | EPA Review (optional)            | Technical Reivew Complete    | No                       | Permit Writer         | End date entered by Permit Writer; if no end date, go to |

<sup>11</sup> GEOS will display current Work Task to Applicant.



| #  | Work Task Name <sup>11</sup>                   | GEOS Application Status | Upload Permit Documents? | Work Group Assignment | Duration (Days) |
|----|--|-------------------------|--------------------------|-----------------------|-----------------|
|    |  |                         |                          |                       | Step 10         |
| 10 | Final Permit to Branch Chief/Director's Office | Approved                | No                       | Program Manager       | 10              |
| 11 | Final Action                                   | Permit Issued           | Yes (Final Permit)       | Permit Writer         | N/A             |
| 12 | Push Final Permit to GAPDES/ICIS               | Permit Issued           | No                       | Permit Writer         | 3               |

**7.2.23.5 NPDES Minor Modification Application Review Work Flow**

| # | Work Task Name <sup>12</sup>                   | GEOS Submission Status                 | Upload Permit Documents? | Work Group Assignment | Duration (Days) |
|---|--|--|--------------------------|-----------------------|-----------------|
| 1 | Application Received                           | Application Received                   | No                       | Automatic             | N/A             |
| 2 | Completeness Review                            | Assigned                               | No                       | Permit Writer         | 10              |
| 3 | Technical Review                               | Technical Review                       | Yes                      | Permit Writer         | 30              |
| 4 | Unit Manager Review                            | Unit Manager Review                    | Yes                      | Unit Manager          | 10              |
| 5 | Program Manager Review                         | Program Manager Review                 | No                       | Program Manager       | 10              |
| 6 | Final Permit to Branch Chief/Director's Office | Final Permit Program Management Review | No                       | Program Manager       | 10              |
| 7 | Final Action                                   | Final Management Review                | Yes (Final Permit)       | Permit Writer         | N/A             |
| 8 | Push Final Permit to GAPDES/ICIS               | Permit Issued                          | No                       | Permit Writer         | 3               |

NOTE: The application “form” for a Minor Modification would simply be a text field for a “Summary of the Requested Change”.

<sup>12</sup> GEOS will display current Work Task to Applicant.