LEMIR – USER GUIDE

Georgia Environmental Protection Division
Land Protection Branch (LPB)

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1 Overview of LEMIR

Land Environmental Management Information Repository (LEMIR) is a centralized data management system for the Land Protection Branch of Georgia EPD. The system serves as a platform to support branch-wide business processes. Specifically, it allows LPB to:

- Review and process online submittals
- Issue permits/licenses/certifications
- Manage and track online compliance reporting
- Schedule inspection activities, conduct and complete inspection reports
- Establish and manage environmental projects
- Monitor compliance and enforcement statuses
- Track branch-wide fee and payment records
- Administer land funds income and expenditures

LEMIR consists of nine (9) modules and is integrated with three (3) other systems. This User Guide will provide an overview of LEMIR integrating with the three (3) systems and functional descriptions of all system modules:

1. Overview of LEMIR Integrating with Other Systems:
    - LEMIR – GEOS Interface
    - LEMIR – FIMS Interface
    - LEMIR – FIS Interface
2. LEMIR Dashboard
3. Site/property Module
4. Environmental Interest Module
5. Contractor Management Module
6. Submittal/Issuance Module
7. Project/Project Task Module
8. Inspection Module
9. Compliance and Enforcement Module
10. Fund and Fee Module

Currently LEMIR supports business operations of five (5) LPB units with the extensibility for the rest of LPB. LEMIR is currently serving the following LPB units:

1. Lead-Based Paint and Asbestos Unit
2. Solid Waste - Waste Reduction Unit
3. Solid Waste - Scrap Tire Compliance
4. Response & Remediation - Brownfield Unit
5. Trust Fund & Fee Management Unit

LEMIR shall continue to be enhanced and expanded to support all LPB units and improve business processes for about 200 LPB users.

1.1 Definitions, Acronyms, and Abbreviations

This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the User Guide.

Table 1: Terminology

Term	Definition
EPD	Environmental Protection Division

Term	Definition
LPB	Land Protection Branch
LEMIR	Land Environmental Management Information Repository
GEOS	Georgia EPD Online System for Permitting, Compliance & Facility Information; also referred as the e-Submittal and Issuance System in this document
FIS	Facility Identification System
FIMS	Fee Information Management System
LEAD	Lead-based Paint
GUST	GUST – GA Underground Storage Tank Trust Fund
STC	Scrap Tire Complaint
UTD	Used Tire Dealer
STP	Scrap Tire Processor
STGN	Scrap Tire Generator
BFP	Brownfield Program
HRN	HSRA Release Notification
STS	Scrap Tire Sorter
ST-CR	Tire Carrier
STR	Scrap Tire Re-treader
STBR	Scrap Tire Beneficial Reuse
ST-TD	Tire Dump
SWTF	SWTF – Solid Waste Trust Fund
HWTF	HWTF – Hazardous Waste Trust Fund
RRP	LBP Renovation Repair & Painting
SW-LEAD	Solid Waste Violation - Lead-based Paint
HSI	Hazardous Site Inventory
ASB	Asbestos
VRP	Voluntary Remediation Program
UEC	Uniform Environmental Covenant
CAA	Corrective Action Agreement
PAF	Project Assignment Form
PP	Prospective Purchaser
PPCAP	Prospective Purchaser Corrective Action Plan
PPCSR	Prospective Purchaser Corrective Status Report
GIS	Geographic Information System: Utility that allows for online mapping.
XML	Extensible Mark-up Language

1.2 Prerequisites

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

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

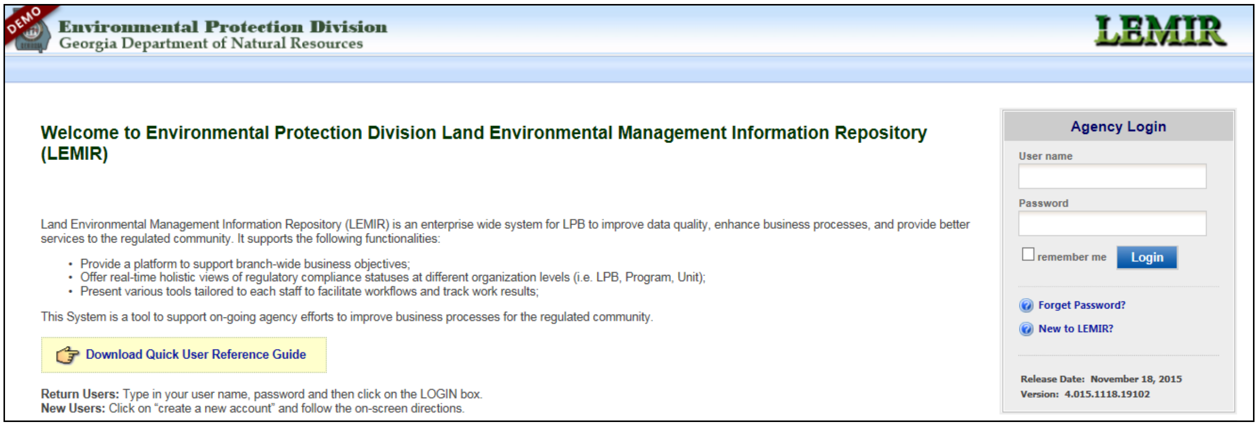
2 Login to LEMIR

The LEMIR System is accessible by the URL link below:

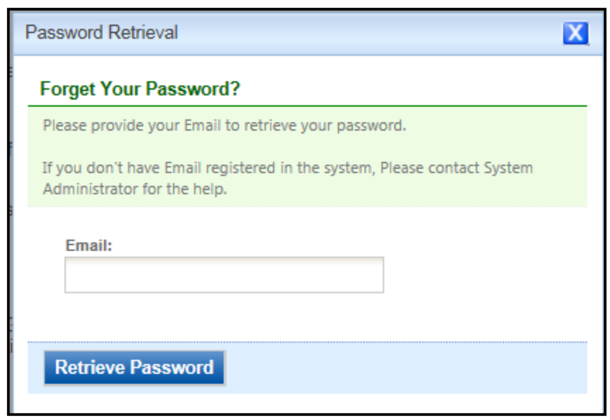
Production Link will be released in coming weeks

A new user account can be created by the current LEMIR admin or manager users. For details on creating a new LEMIR user, please refer to 4.2.2 Creating New System User. At the first login, the user will be asked to set their password. The password must include at least 1 capital letter and at least 1 number. After the password been set, the user can login to the system with their user name and password.

LEMIR Default Login Page



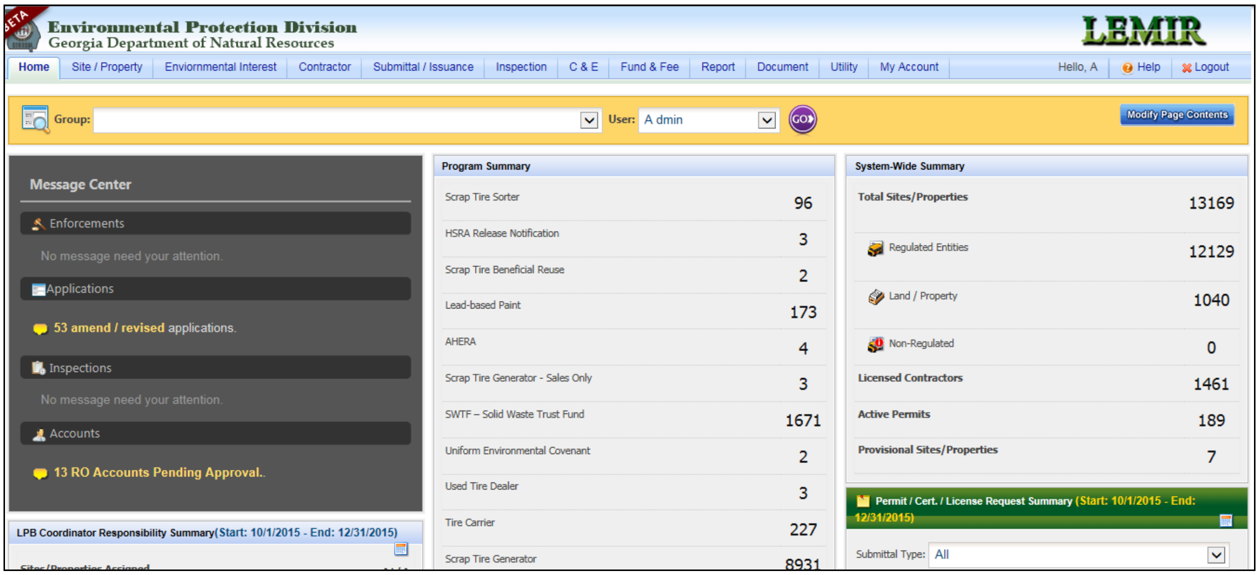
If the user forgets their password, the user can use the 'Forget Password' function to reset their password. The user has to type in the same email address that they have linked with the user's account. The system will validate the email address. If a user is found that matches with the input email, the system will generate a new password that will then be sent to the user's email address. If no user is found that matches with the input address, the system will generate a notification that the email is not registered with the current user and ask them to please try again.



3 System Dashboard

The home page of LEMIR is also called the ‘Dashboard.’ This gives the user visibility of key features that LEMIR has to offer. The dashboard contains the following customized elements (Web Parts) which display to the user a general overview of current activities associated to them. By clicking the number of each summary, the user can be directed to the page of the selected item.

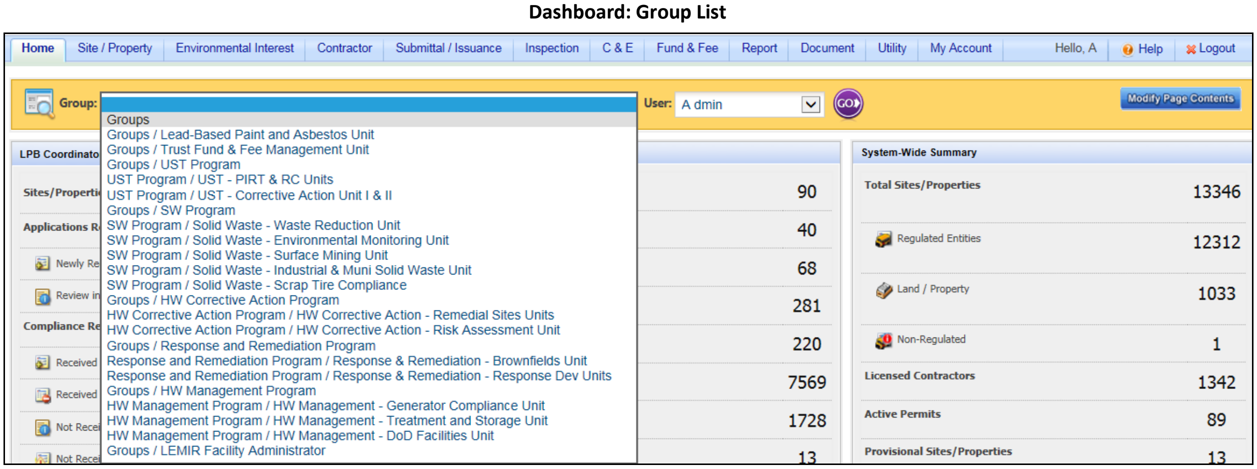
Dashboard Overview



3.1 Dashboard Filter

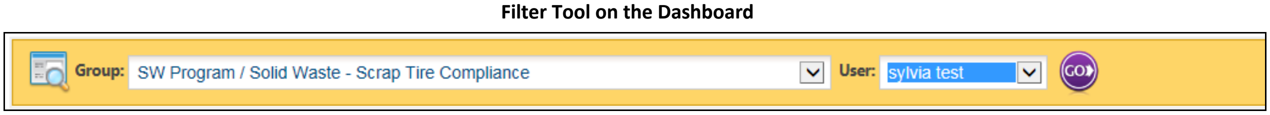
All of the summaries on the dashboard are based on the login user’s account setting. The user shall only see the information that belongs to the units that he/she works with. One user can have access to multiple units. The list of groups indicates what units the user belongs to and what data in the units that user has access to.

Dashboard: Group List



The user list on the right of the group is a feature function in LEMIR for LPB mangers to monitor and track overall business processes and workload of individual staff. By selecting a user in user list and clicking ‘Go’, all web parts will be updated to reflect the summary for the selected user so that the manager can view this user’s most recent task, on-going application, and inspections.

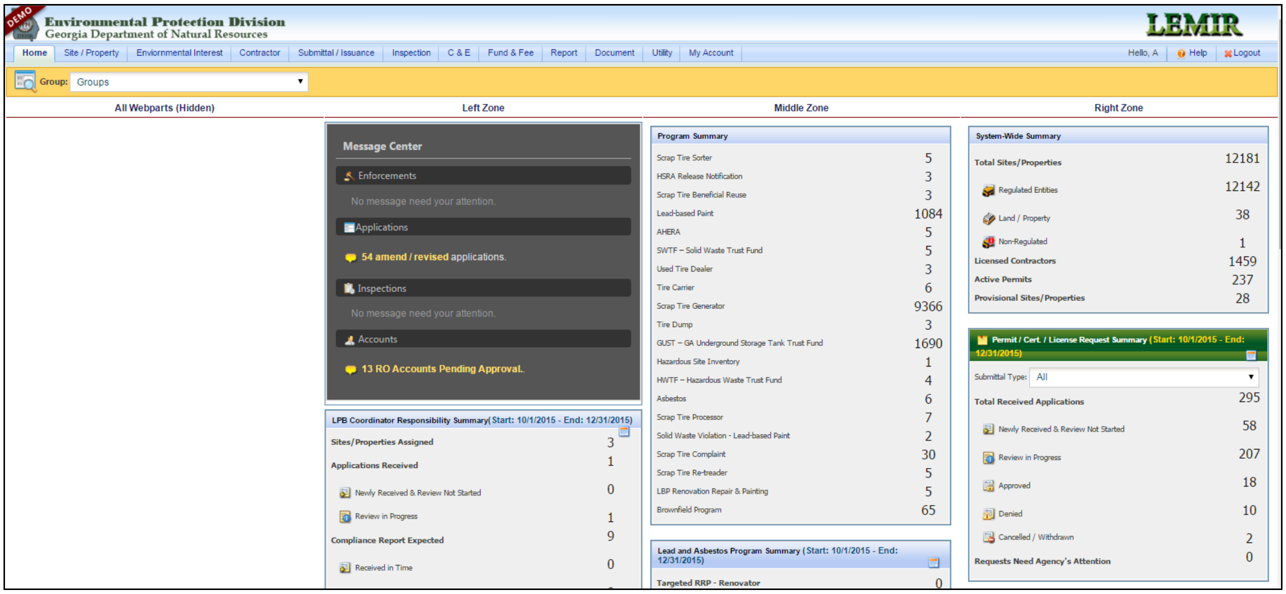
Filter Tool on the Dashboard



3.2 Customize User's Dashboard

The user can customize the dashboard layout to determine the show/hide feature of each web part and also the order in which the web parts are displayed. This is so that the user can quickly find useful information and improve work efficiency. Use the "Modify Page Content" button on the top right corner of the page, the dashboard will change to the customization screen. People can design the display of the left zone, middle zone and right zone by dragging each web part to the desired location. The user can hide unnecessary web parts by dragging them to the "All web parts (hidden)" column. When the page is refreshed, the web parts in this column will be hidden from the dashboard.

Dashboard Customization

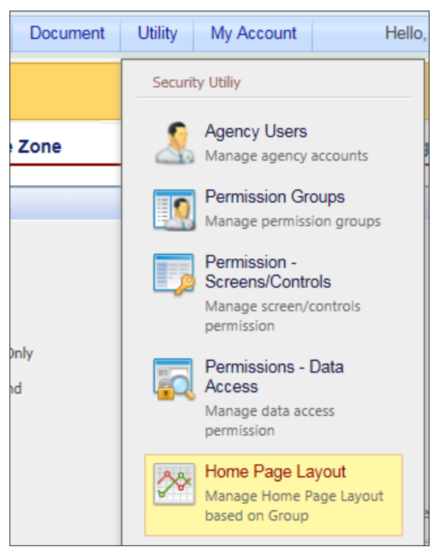


3.3 Customize Unit's Dashboard

Beyond the user's own dashboard, each unit can have a unit defaulted dashboard layout as well. This setting will be applied to all users in the unit. If the user does not have a self-designed homepage yet, the system will automatically display the unit defaulted dashboard to the user.

When the user selects a specific unit that he/she wants to view from the group filter, the page will display the selected unit's dashboard design.

To design the unit's dashboard the user should go to 'Utility', then click 'Home page layout' module. The module will allow the user to drag web parts and set up the result as the unit's defaulted dashboard.



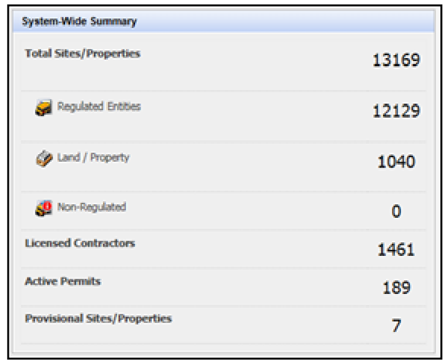
3.4 Web Parts on Dashboard

Currently, LEMIR has implemented the following 12 web parts:

1) System-Wide Summary
2) Program Summary
3) LPB Contact Responsibility Summary
4) Permit / Cert. /License Request Summary
5) C&E Status Summary
6) Compliance Report Summary

7) My Submittal Review Tasks (Overdue + Due in a Week)
8) My Project Tasks (Overdue + Due in a Week)
9) My Inspections
10) Massage Center
11) My Queries
12) Special designed web part

3.4.1 System-Wide Summary

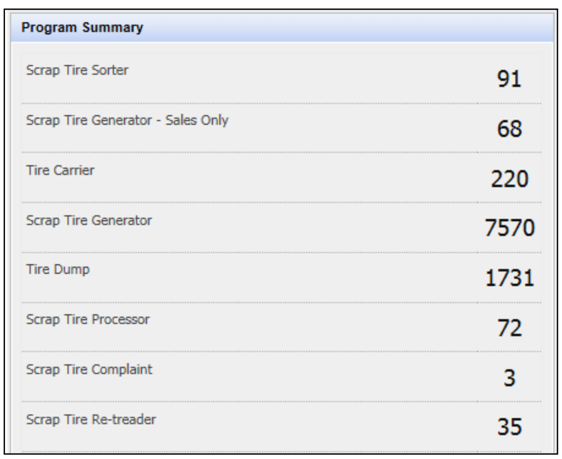


System-Wide Summary of the dashboard is a high level overview that gives the user the statistics of how many site/properties, contractors, and active permits are stored in the system.

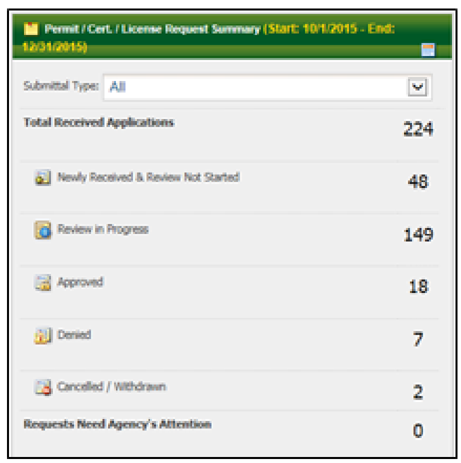
The first row is the number of total site/properties that the system stored, and the following three rows list 3 different types of site/properties and the count of each type respectively.

3.4.2 Program Summary

Program Summary is the statistics of how many site/properties there are under certain environmental interest. By clicking the summary number, the user will be directed to the list of site/properties that have the selected environmental interest.



Program Summery



Permit/Cert./License Request Summary

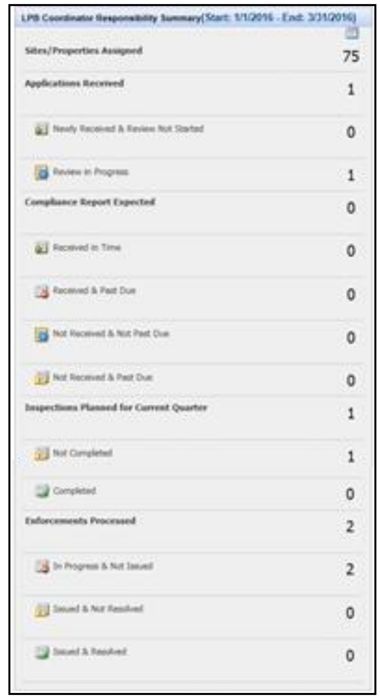
3.4.3 Permit / Cert. / License Request Summary

The Permit / Cert. / License Request Summary of the dashboard displays several breakdown analyses of the submission review activities. This allows the user to quickly understand their current submission status and to prioritize. In the ‘Permit / Cert. / License Request Summary’, the user can view the number of applications that have been newly received, are being reviewed, or are of another status in a changeable time period. The period is defaulted to current quarter.

Submissions that have a request for approval, amendment, revision or withdrawal will be summarized in the “Requests Need Agency’s Attention” row.

The user can view the items that have been categorized by clicking on the number of applications in that category. This will bring the user to the ‘Application Review’ section of LEMIR.

3.4.4 LPB Contact Responsibility Summary

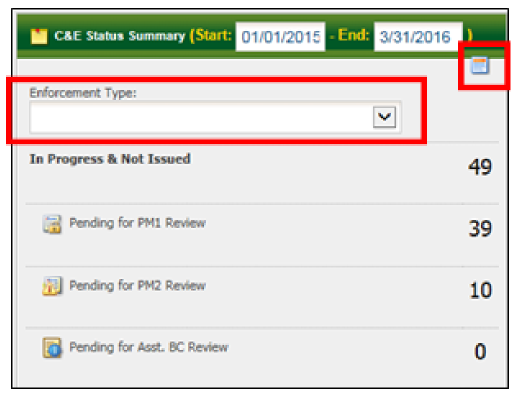


Each site/property can be assigned to one or more LPB Contact. The assigned coordinator may monitor and track all environmental activities under that site/property selection.

The system is defaulted to show a summary of the current quarter, but the user can change the time range for this web part by clicking on the small calendar icon.

The summary will list: Submittal received, Compliance Report expected, Inspections Planned for Current Quarter, and Enforcements Processed. Each of these business processes are also divided based on their status. For instance, the user can go directly to see all scheduled, but not yet completed inspections by clicking the number on “not completed” row.

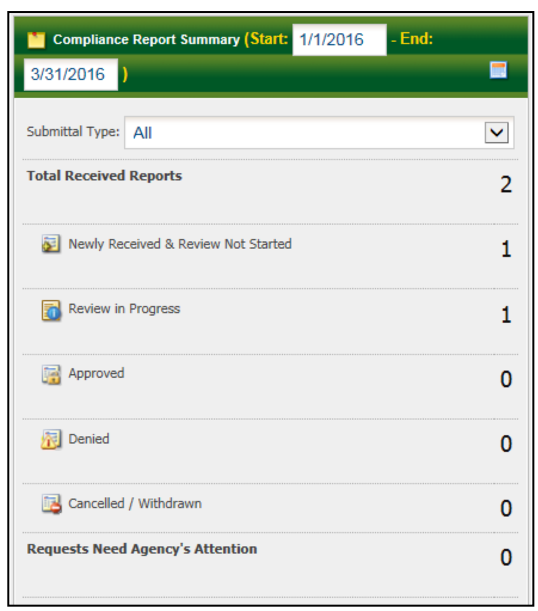
3.4.5 C&E Status Summary



C&E Status summary gives the user a clear report on the status of all enforcement activities. By default, the web part will show how many enforcement activities are on-going at the current quarter. The user can also filter this to see the summary of a specific enforcement type.

The web part has the sub-list of enforcement at different statuses. This is so that when the PM1 user logs in, the PM1 user can directly go to enforcements that await his/her review.

3.4.6 Compliance Report Summary



Compliance Report Summary allows the user to see how many report obligations have been created, how many of those reports have been received, and whether or not they are under review or a decision has been made.

The user can filter the result by submittal type, where the user can choose to see a specific type of compliance report. For example: Scrap Tire Processor Quarterly Report, Scrap Tire Sorter Quarterly Report.

The web part is defaulted to show the summary of the current quarter, but the user can change start date and end date to see a different time period.

3.4.7 My Submittal Review Tasks (Overdue + Due in a Week)

The “My Submittal Review Tasks” is very helpful for an officer to gain quick access to submittals that await the user’s review.

The list is defaulted to show 5 items at one time. The top one will be the task that is either the most overdue or is closest to the due date.

3.4.8 My Project Tasks (Overdue + Due in a Week)

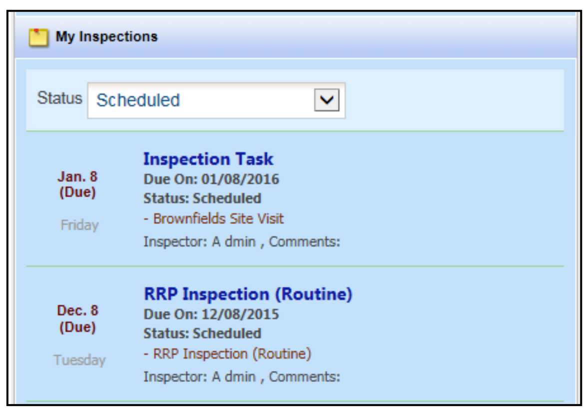
The ‘My Task’ feature is a useful feature that has been implemented so that the user can see what tasks under projects have been assigned to them.

The list is ordered by the ‘Due Date’ descending so that the activities that have been overdue the longest take priority in the view.

3.4.9 My Inspections

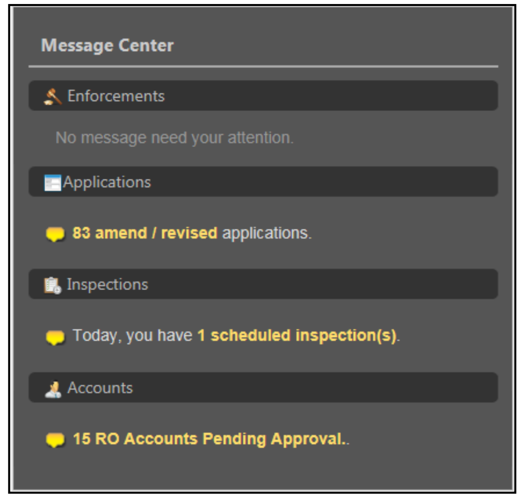
My Inspection is the web part that is specially designed for the inspector and inspection managers. The user can quickly gain access to the inspection that was assigned to him/her and start to put in inspection result.

The web part can also be filtered by different status. For example: the user can select to see all inspections that are ready for review, or all inspections that are out of compliance.



3.4.10 Message Center

The ‘Message Center’ notifies the user of any sort of any communication that requires attention.



The Account information is important for LEMIR users/managers. Before a public user uses the GEOS public portal, some submittals may require the public user to submit an RO request and wait to be approved as the responsible official for the site/property before any submission. For Application Submission Process, please refer to GEOS public user guide.

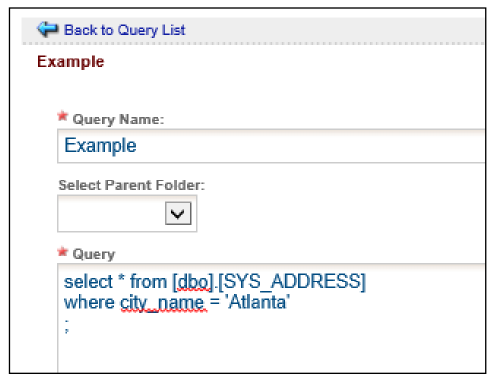
This notification here allows LEMIR user to quickly access all RO requests, finish the review, and approve work.

3.4.11 My Queries

‘My Queries’ is versatile in its approach to provide information to the user. The details of these queries are configured under ‘Report -> Query -> My Queries.’ This allows the user to customize their results with precision. Unless the user is extremely familiar with the database structure, modification of these queries is not advised.

Although LEMIR already provides several tools to analyze data, the user might want a more specific breakdown.

The self-created query requires an in-depth knowledge of the current database structure in order for this tool to be useful. For example, if the current search filters did not contain a filter option, then a query could be created to compensate. In the example below, the query will return all the addresses in the database filtered by the city name ‘Atlanta.’



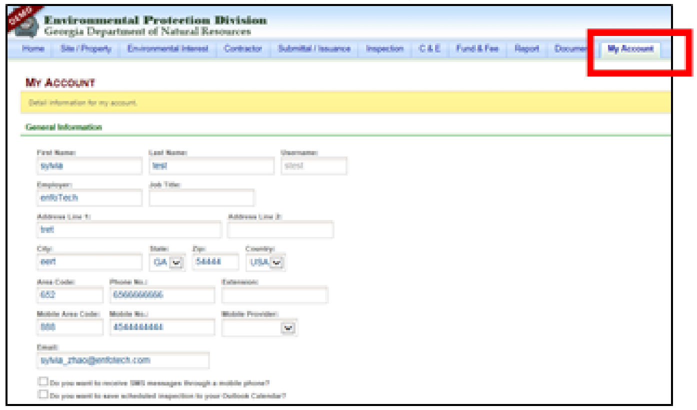
4 Account and Security Management

This section contains details on not only how to manage the personal account, but also details on managing other system users and public accounts.

4.1 *Manage "My Account"*

The user can modify their personal information in 'My Account.' One situation where a user might need to change their information would be if the user changed their e-mail or telephone number. Having a valid current e-mail address is **extremely** important for using LEMIR. This is especially true in situations where the user password needs to be reset, the user wants to receive e-mail notifications when they are assigned a new task, etc. Additionally in this section, the user can change their password. If the user desires, they can upload a digital signature that can be used when sending out e-mails generated by the system.

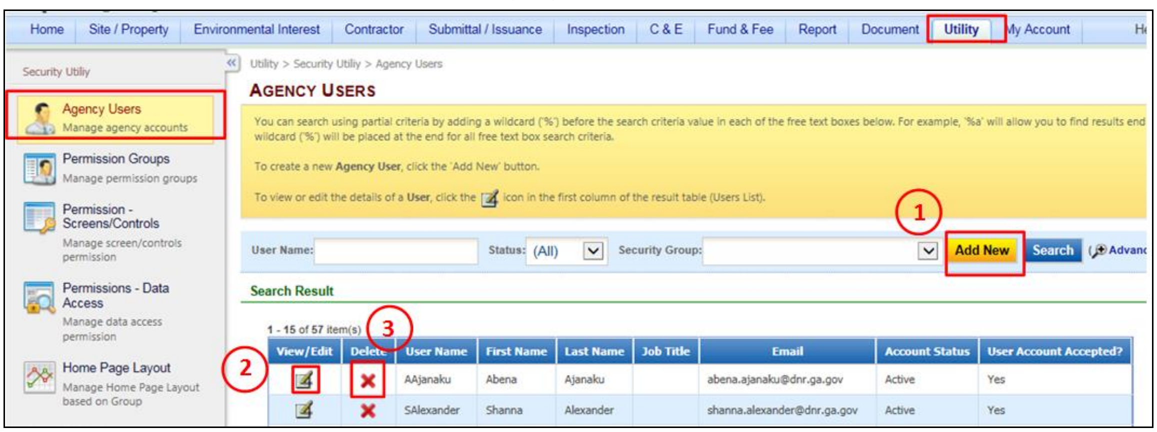
My Account Management



4.2 *Manage System Users (Accessible by manager only)*

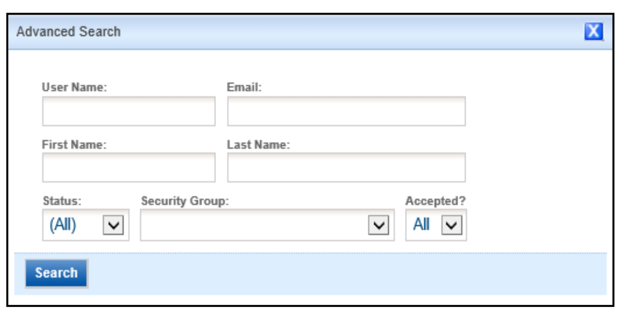
From time to time, agency users will need to manage the account settings of both agency users. This module is only open to managers. Cases where a user will need to access this section would be adding a new user or deleting a user from their group. To manage system users, navigate to 'Utility → Agency Users.'

Agency User Menu



In the above Search Screen, the administrator can search for a system user based on the search filter criteria. The search can be conducted by clicking the 'Advanced Search' link and using the following fields. They are displayed as:

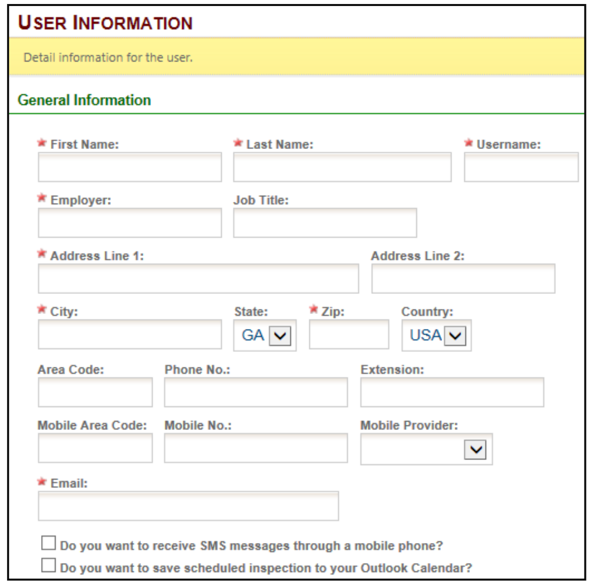
- **User Name:** User account name
- **First Name:** User given name
- **Last Name:** User family name
- **E Mail:** Email address
- **Account Status:** Choose a status for your account (Active / Inactive)
- **Security Group:** Group in which user is associated with (i.e. Solid Waste – Waste Reduction Unit)
- **User Account Accepted:** Yes or No



A User can also sort the search results by simply clicking the corresponding label. (For example, click First Name label to sort the results in ascending/descending order). Managers and administrators have access to the following functions to properly manage agency users

1) Creating new agency user accounts
2) View and edit current agency user information
3) Delete agency user accounts

4.2.1 Creating New System User



Since agency users cannot create their own accounts, a manager or administrator will need to use the 'Add New' system user feature. To create a new system user, click the 'Add New' button (1). In the New User Information screen, enter the necessary information in the following sections and click the 'Save Agency User 'button to save the information of newly added user. In addition, the user can designate the username and associate the user to a security group. In order to have the user account acknowledged, set the user status to active.

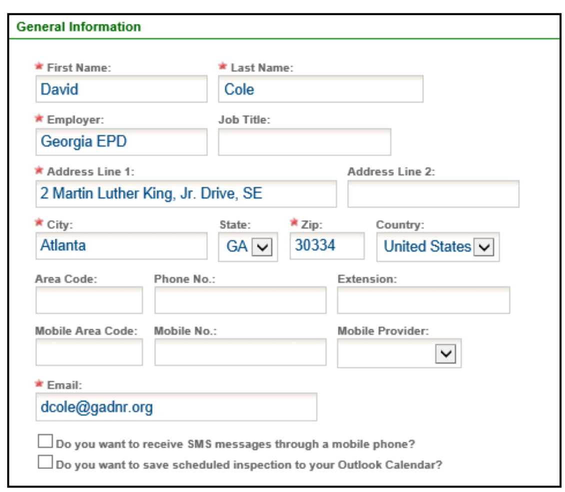
After basic information is saved, the system will send a notification email to the email address with the new user's:

- **Login Name**: (As user designated)
- **Password**: (A system generated password, the user will be asked to set his/her own password during first-time login.)

4.2.2 Viewing User Information

LEMIR user grid view provides a general overview of the users but usually not in full detail and contains little ability to edit the user information. In order to edit the user information and view more detail, the user can simply click the 'View / Edit' ( ) button (2). In the User Information screen, the administrator can navigate through the different sections for making updates, if required.

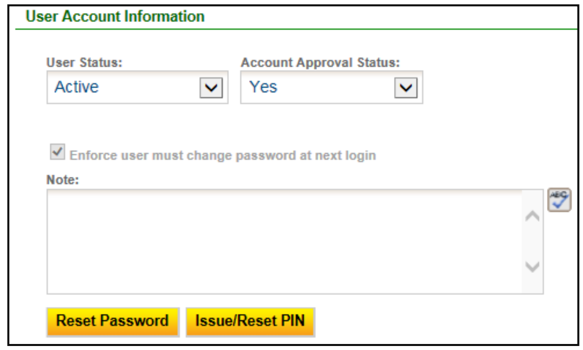
4.2.2.1 General Information



Managers and administrators will need to use this tool in order to maintain proper user information. In the General Information screen to the right, the administrator can update or change a user's information through the following fields:

- First & Last Name
- Employer & Job Title
- Address Lines 1 & 2
- City, State, Zip Code, & Country
- Phone Number & Extension
- Mobile Number
- Email

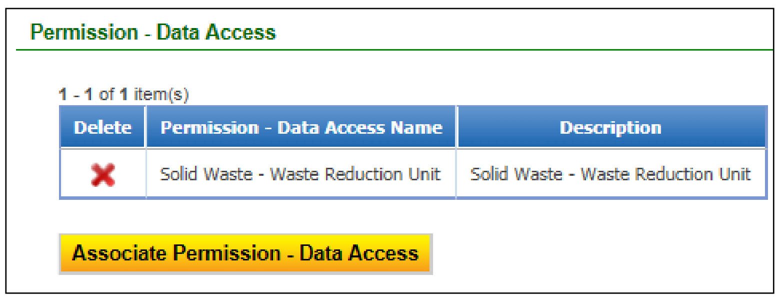
4.2.2.2 User Account Information



In the User Account Information screen to the right, the administrator can select 'User Status' to change their status to either active or inactive from the drop down list. By setting the user to 'Inactive', the user can no longer access the LEMIR system. The administrator can also change the status of 'Account Approval Status' to either 'Yes' or 'No' from the drop down list. This acts as an additional indicator. If needed, the system provides a field to input notes about the user account.

4.2.2.3 System Group

A user must be assigned to a certain group to gain access to data in the LEMIR system. The group setting is configured to be the similar hierarchy as LPB's structure. Basically, the unit that the user works in should be the "group" the user is assigned to in the LEMIR system.



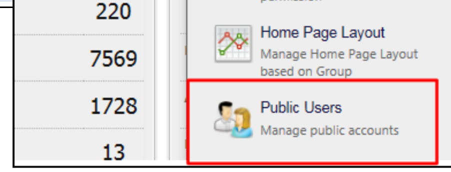
The following figure indicates that the user can get access to Waste Reduction Unit's data. This prevents unauthorized user to modify data from other units.

4.2.2.4 System Role

System roles determine if the agency user can see certain functions. This prevents unauthorized users from modifying data and configurations within LEMIR. As shown in the above System Roles screen, an administrator can assign any System role to Groups by selecting the corresponding checkbox.

By associating the group to the role, that user now has the role access level within the associated group. This setting indicates that this user has the responsibility as inspector and engineer for Scrap Tire Compliance Unit, as shown on the screen below.

When there are review tasks, inspections, or other tasks that were assigned to a compliant unit's inspector or engineer, the user shall receive notifications for his/her assignments sent from the LEMIR system.



User Group and Role Association

4.3 Manage Public Users (Accessible by manager only)

Public users are clients that use the GEOS system to submit applications/submittals. It is important to note that the public users are managed by the agency. Therefore, the agency user should be familiar with this module in order to assist the public users. This

LEMIR user can view the public user management module by navigating through Utility → Public.

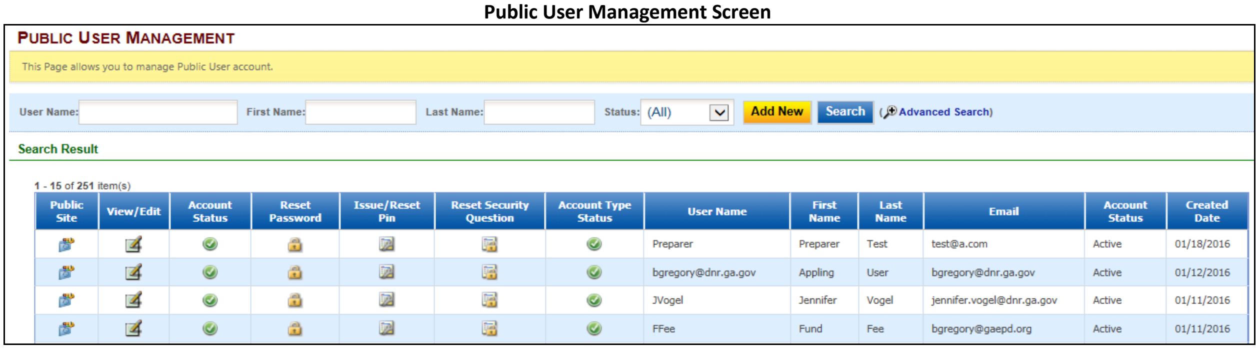
By clicking into 'Public User', the system will have a new window opened. This navigates the user to the GEOS system for managing public users. In the search Screen, the administrator can search for a public user based on:

- User Name: Indicates the system user account name
- First Name: User's given name
- Last Name: User's family name

Through clicking the 'Advanced Search' link, the user can also search by:

- E-Mail: Email address
- Account Status: Choose a status for your account - Active or Inactive

Public User Management Screen



In the above 'Search Results' screen, the administrator can also sort the search results by clicking the corresponding label (For example, click First Name label to sort the results in ascending/descending order). In addition, administrators can perform the following actions:

a. Click access account " " icon to directly login to GEOS public system using selected user account

b. Click View / Edit " " icon to view and edit detailed public user information

c. Click Change Status " " icon to change public user's status

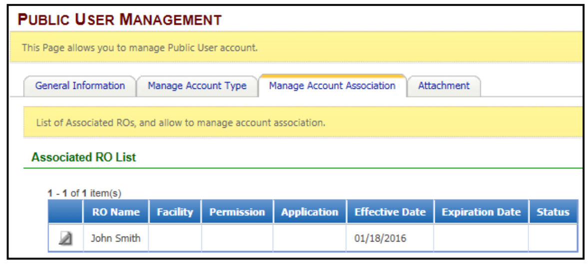
d. Click Reset Password “ ” icon to reset public user’s login password.

e. Click Reset PIN “ ” icon to reset public user’s PIN.

1 - 1 of 1 item(s)

Public Site	View/Edit	Account Status	Reset Password	Issue/Reset Pin	Account Type Status	User Name	First Name	Last Name	Email	Account Status	Created Date
						bgregory	Brian App	Gregory	brian.gregory@dnr.state.ga.us	Active	06/03/2014

4.3.1 Edit Public User Information



When the 'View / Edit' ( ) button is clicked for the user, four tabs will be shown on the screen which can navigate the administrator to edit the four modules below.

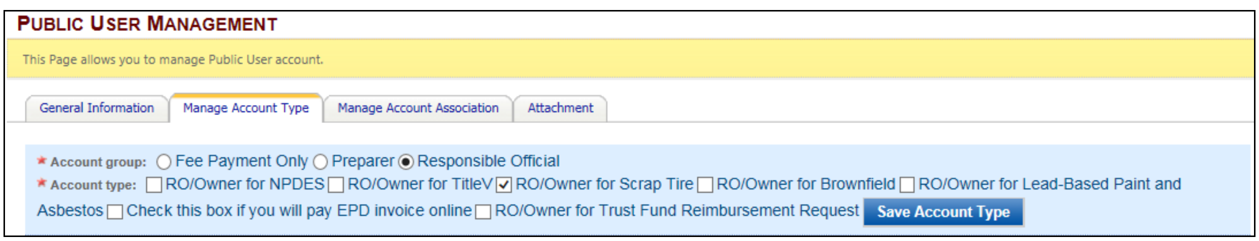
4.3.1.1 General Information

Under 'General Information', the administrator can update or change the public user information through the following fields:

- First & Last Name
- User Name
- Status
- Company & Job Title
- Primary Phone Number & Extension
- Mobile Phone Number
- Fax Number
- Email
- Mailing & Billing address.\

4.3.1.2 Change User's Account Type

In some instances, after the public user's account has been created, they may want to change their account group or account type. However, this cannot be done on GEOS public system, and then LPB officer may need to go into this module and help them change a user's account type. This section describes in detail how to manage public user accounts so that public users can function properly on the Public Portal.



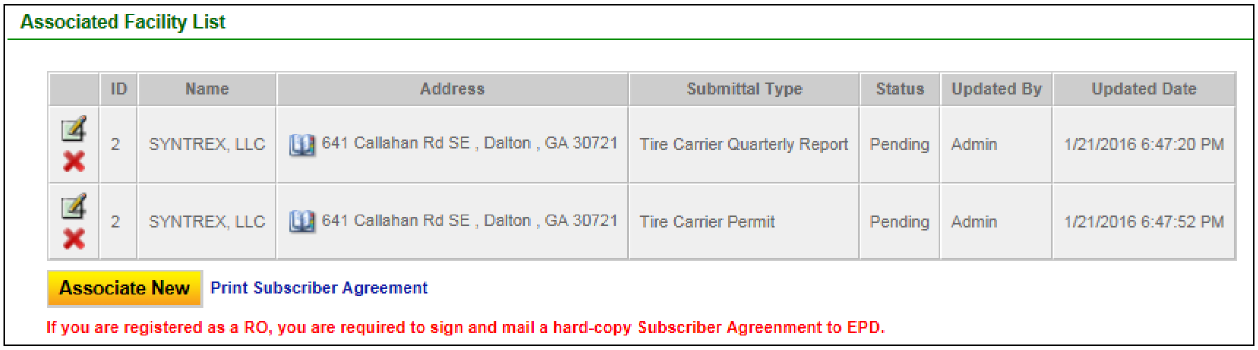
Public User Account Group and Account Type

The system currently has 3 types of accounts for a public user:

- Responsible Official: Responsible Official for specific environmental Interest that allows the user to access certain types of submittals in GEOS. They can prepare and submit submittals once the RO requests have been approved.
- Preparer: User that helps the RO to prepare submittals. This is usually the contractor with the site/property. They can only access the application if the RO has associated the user as the preparer. While they can prepare the form, they are not able to submit the form for RO.
- Fee Payment Only: This account type will only be allow to submit fee payment from GEOS

The Associated facility list indicates which submittals this public user can submit from GEOS. Some submittal types must be approved before the RO can submit. The status of association between submittal type and facility needs to be **active**.

Active RO Account Request


Associated Facility List

	ID	Name	Address	Submittal Type	Status	Updated By	Updated Date
	2	SYNTREX, LLC	641 Callahan Rd SE , Dalton , GA 30721	Tire Carrier Quarterly Report	Pending	Admin	1/21/2016 6:47:20 PM
	2	SYNTREX, LLC	641 Callahan Rd SE , Dalton , GA 30721	Tire Carrier Permit	Pending	Admin	1/21/2016 6:47:52 PM

Associate New Print Subscriber Agreement

If you are registered as a RO, you are required to sign and mail a hard-copy Subscriber Agreement to EPD.

4.3.1.3 Change Account Association

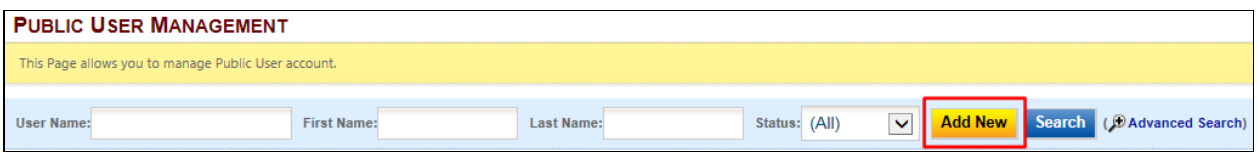
Under this page, the LEMIR user can see the relationship between the RO and the user with the account type of the preparer. The LEMIR user can know, which company this preparer is working for. However, this relationship can only be modified by the RO on the GEOS Public portal. The LEMIR user cannot edit or delete the association between the RO and the preparer.

4.3.1.4 Attachment

This section is for the agency to upload any other file or supporting documents related to this public user.

4.3.2 Creating New Public User

An administrator also has the ability to add a new user by simply clicking the 'Add New' button. This feature is often used if the agency is setting a public user in order to submit a paper submission. In the 'New User Information' screen, a user can enter the necessary information and click the 'Save' button to save the information of the newly added user. After saving the user info, a message on the top of the screen will display "Save Successfull" to notify that the user account has been created.



Creating New Public User

The newly created user will then receive an e-mail with a new password. They will have to log into the 'Public Account' using this information to reset his/her password, pin, and security questions.

5 Site/Property Management

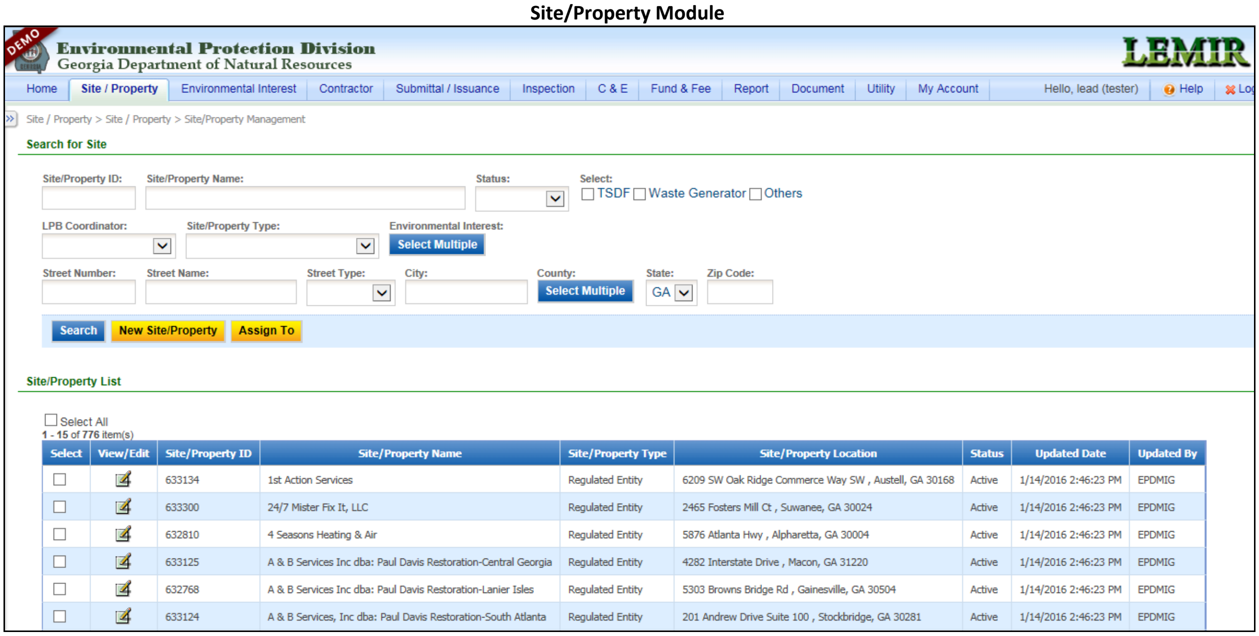
Site/Property Module is one of the fundamental concepts in LEMIR. A site/property can be a regulated entity whose business activities should follow certain environmental regulations. It can also be a non-regulated organization that the LPB has a project with as well as a property/land that has environmental issues.

5.1 Search Site/Property

The Site Search allows the user to find a site by the following criteria:

- Site/Property ID
- Site/Property Status
- Street Number
- Site/Property Type
- Site/Property Name
- Street Type
- LPB Contact
- Street Name
- Environmental Interest
- County
- City
- Zip Code

Site/Property Module



The user can use one or more search fields at a same time to find desired site/property. The system allows multiple environmental interests and counties to be selected.

5.2 Create New Site/Property

The LEMIR system has fully integrated with the facility management system, FIS. Thus, a lot of site/property data has already been stored in the LEMIR system. A LEMIR site/property will also exist in FIS as a sub-system facility, and a FIS facility may have multiple sub-systems. For a more detailed explanation of LEMIR and FIS integration, please refer to *LEMIR PROJECT – FIS INTEGRATION SYSTEM CONFIGURATION DOCUMENT.*

To create a new LEMIR facility, the user should follow the steps as described below.

5.2.1 Identify Physical Location

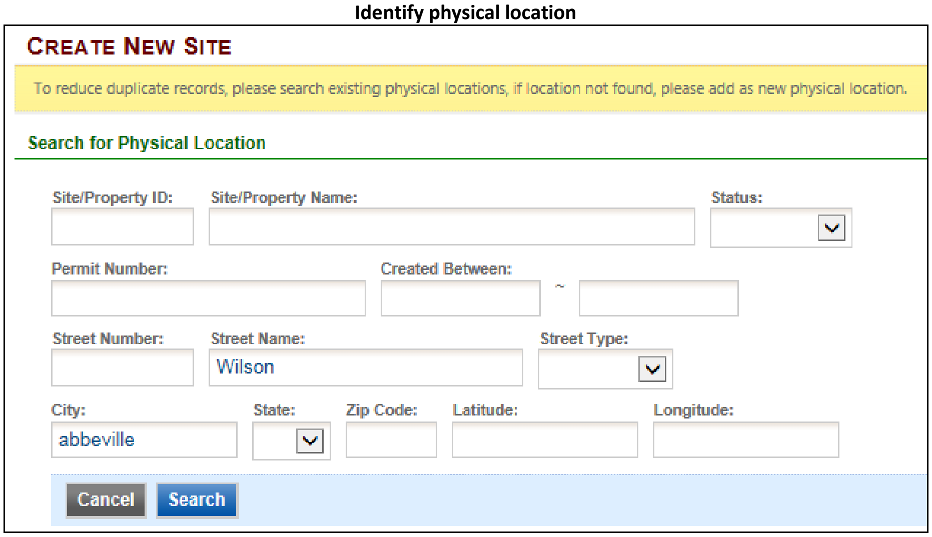
By clicking the 

button on site/property management page, the user will go into a search page to search for the location. This system may help to identify:

- Whether a site/property exists in LEMIR at the same physical location.
- Whether this site/property existed in FIS but has not yet been added to the LEMIR system.

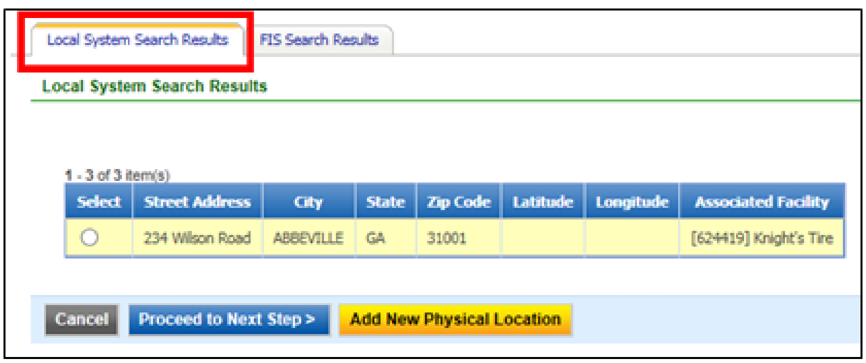
- Whether the site/property already exists in LEMIR system but doesn't associate with the needed environmental interest.

Identify physical location

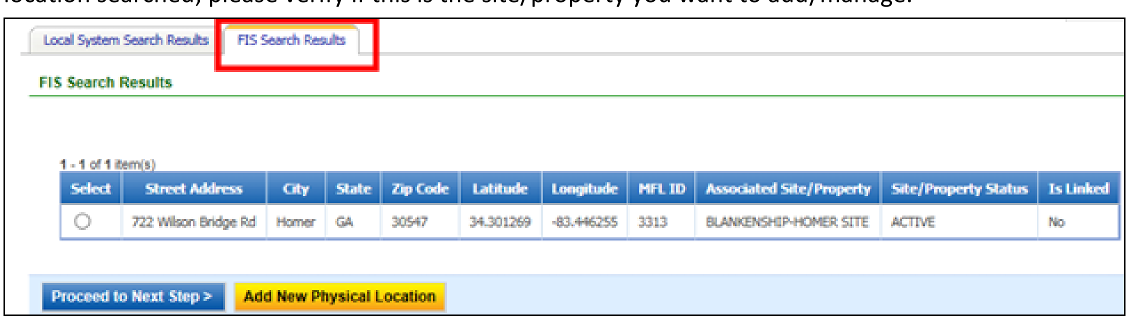


The user shall use any field(s) on the page to identify physical location and the user can see the result in both local system (LEMIR) and FIS system.

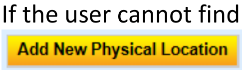
- If sites are found in Local system search result, it states that this physical location exists in the LEMIR system and the user can see which site/property is located at this location in LEMIR .



- If sites are found in FIS search result, it states that there is a facility found in FIS that matches with the location searched; please verify if this is the site/property you want to add/manage.



5.2.2 Add New Physical Location

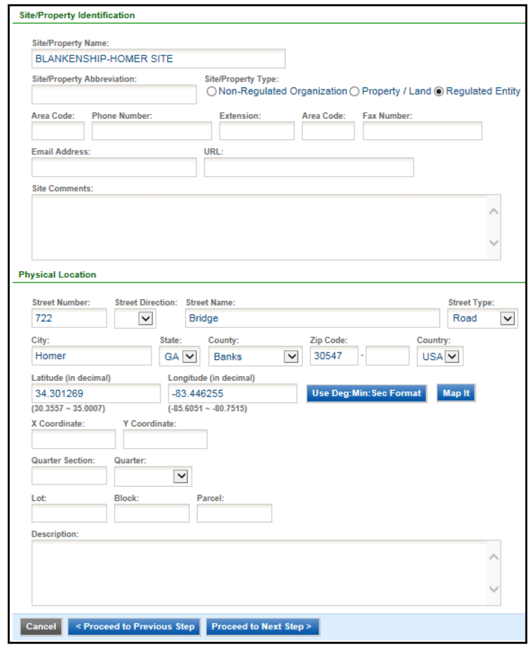
If the user cannot find any results under either local system result or FIS search result. The user can use the button 

to create a new site/property.

5.2.3 Enter Basic Information

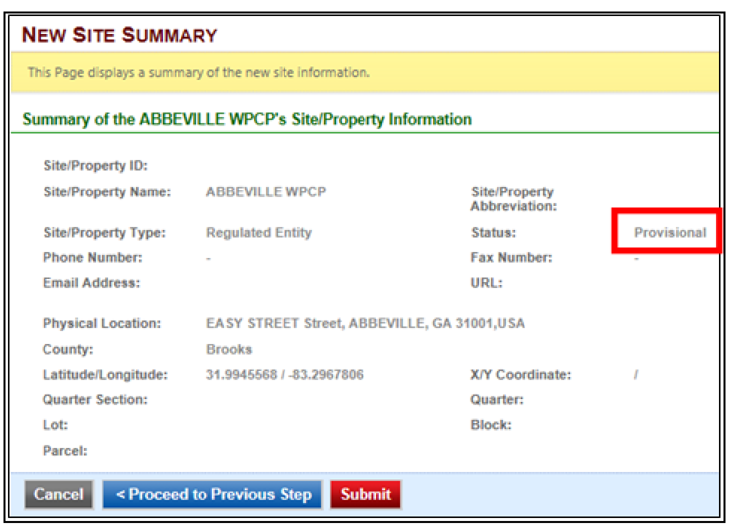
The button **Proceed to Next Step >** will navigate to the screen on which the user can enter basic information for the new site. Some things to note are:

- If the user has found that LEMIR already has data on the site/property, the user can copy facility ID and facility name in the last column and go back to site/property module to start working.
- If results found in LEMIR are not the site that the user wants to manage, proceed to next step will create a new site in LEMIR reusing same physical location.
- If results showing under FIS search, the same button is used to add selected facility from FIS to LEMIR, which means to add a sub-system site/property to FIS master site/property. The system will bring all data related to this site automatically to the next page, the user can add/change/delete these data entries to detail site/property basic data in LEMIR.
- If added new physical location, the user needs to filled out all required data field to create a new site in LEMIR

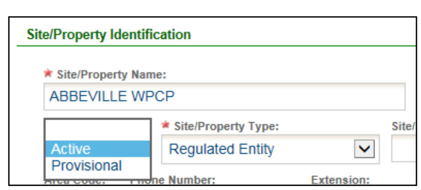


5.2.4 Activate Provisional Site/Properties

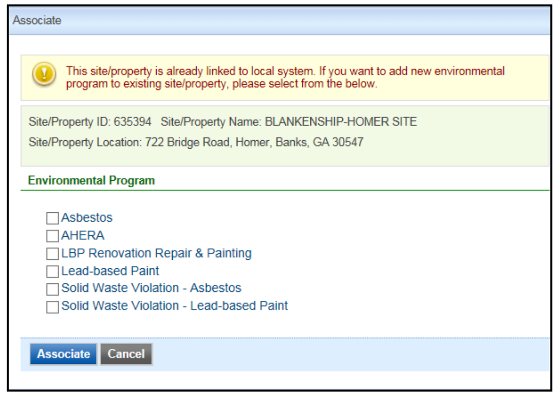
After entering basic information, the system will show a summary of site information for the user to verify and submit. A new LEMIR site will be created after submission. However, the new site will have the status of provisional. Provisional site/properties cannot be viewed/managed by most LEMIR users; it requires Facility Administrator activate the site/property to be manageable.



People with 'Facility Administrator' roles are able to see a notification on dashboard of how many provisional site/properties are waiting for

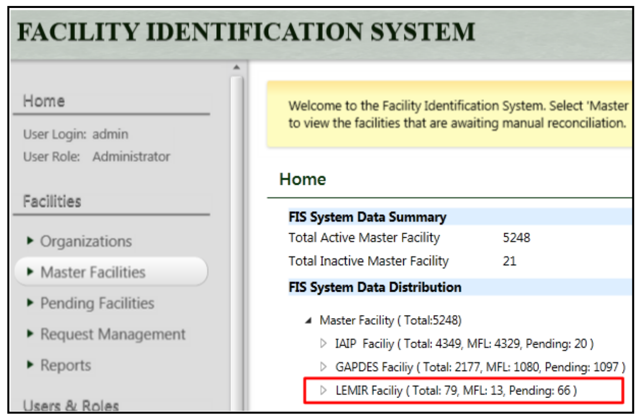


activation. By clicking through the number, the facility administrators can see a list of provisional sites and edit it to activate the site.



A special case may appear during the operation, that is, when LEMIR already has this site/property, and environmental interest(s) have been associated to it. However, due to the user's group setting, the user may not be able to access this site/property's data. (E.g. The user is in Lead Based-Paint Unit, but the site is currently associated to brownfield environmental interest, then the user cannot see the site's data in LEMIR). The user will see the result under FIS search result and the user will be able to associate new environmental interests to existing site/property.

5.2.5 Site/Property Consolidation in FIS

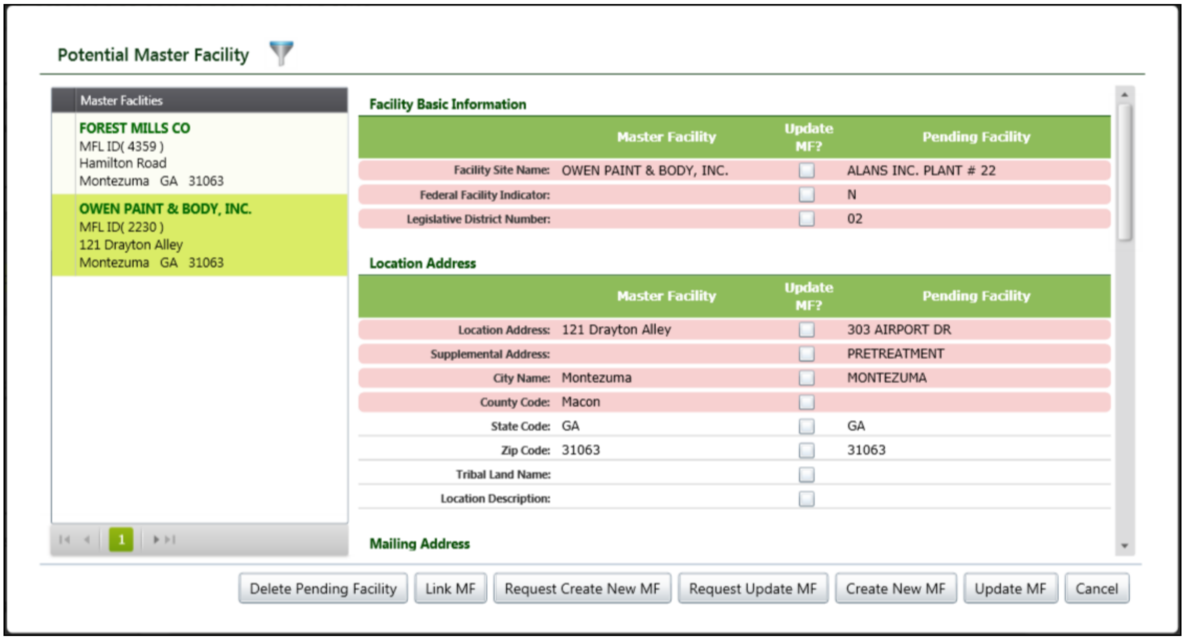


Sites/Properties created in LEMIR are sub-system facilities even after activation. To allow the site to be fully manageable and trackable through LEMIR, GEOS, FIS, and FIMS, the site needs to be consolidated into the FIS system. The following section will provide a brief instruction on how to combine sites with master facility, update sites as a new master facility, or deny pending site request. For detailed instruction, please refer to *FEE INFORMATION MANAGEMENT SYSTEM (FIMS) - AGENCY END USER GUIDE.*

All new site/properties created in LEMIR will be listed in FIS as LEMIR Pending facilities. The user can see the summary of pending facilities for the FIS homepage.

To consolidate newly created facilities, the user shall go to Facilities → Pending Facilities then click to work on the selected facility. The system will automatically find a list of master facilities that potentially matches with the pending sub-system facility. The user can chose to:

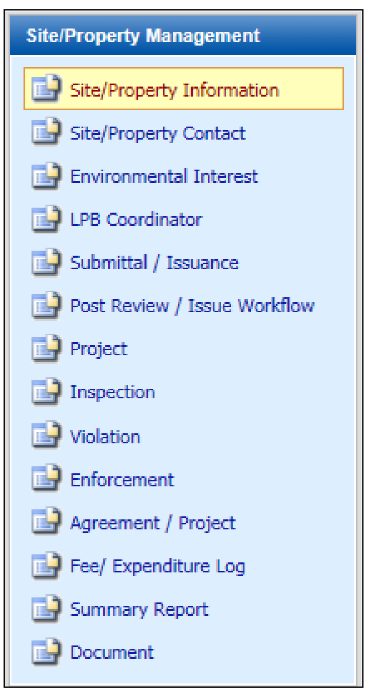
- Add pending facility to this master facility ---- Update MF
- Create New MF
- Delete Pending Facility



Consolidate pending sub-system facility to Master facility

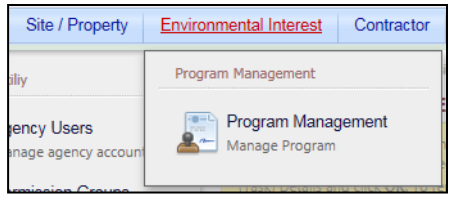
5.3 Site/Property Left Panel

There are 14 titles on the left panel for a site/property. The left panel under site module allows user to get quick access to everything related to this site.



1. **Site/Property Information**: Basic Information of the site.
2. **Site/Property Contact**: The site's contact list.
3. **Environmental Interest**: All Environmental Interests that the site has been associated with.
4. **LPB Contact**: All LPB Contacts that have been assigned to the site.
5. **Submittal/Issuance**: All of the submittals and permits that the site has.
6. **Post Review/Issue Workflow**: All tasks that perform with the site.
7. **Project**: All projects that LPB works with on the site.
8. **Inspection**: All inspections conduct to the site.
9. **Violation**: All violations that the site has.
10. **Enforcement**: All enforcement actions related to the site.
11. **Agreement/Project**: All Fee-related agreements signed with the site.
12. **Fee/Expenditure Log**: Fee and Payment records between LPB and the site.
13. **Summary Report**: Summary reports that are related to the site.
14. **Document**: Other related documents.

5.4 Environmental Interest Management

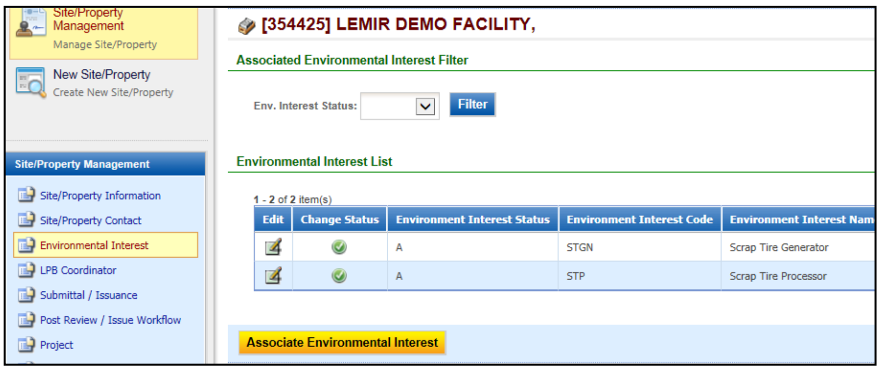


Environmental Interest is another important concept in the LEMIR system. For each site/property, it has to associate with environmental interest(s) for the LEMIR user to conduct environmental activities. The system's security setting is also influenced by the site/property's environmental Interest. For example, if the user is under Lead Based-Paint Unit, the user is not allowed to see sites/properties with Scrap Tire Generator environmental interest, which is managed by the Scrap Tire Unit.

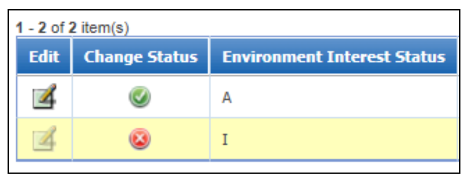
5.4.1 Associate Environmental Interest to Site

The user should associate Environmental Interest to the site/property once it's been created.

When the user goes into a site/property through the button, the user can find environmental interest on the third row of left panel, and the tab will show all environmental interests that this site has associated with. The user can filter by "Envy. Interest Status" to see active/inactive environmental interest.



5.4.2 Active/Inactive Environmental Interest



By clicking the icon in the "Change Status" column, the user can activate/inactivate an environmental interest for this site. To change environmental interest status, there are two conditions that are required:

- To inactivate an environmental interest, there should be no active (on-going) projects under this environmental Interest. The user should cancel all projects under this EI first in order to change the status of an EI to inactive.
- The user must have the role of "Environmental Interest Administrator" in order to access this function. Users without the role cannot see this icon in "Change Status" column.

5.4.3 Search Environmental Interest

From LEMIR's main navigation bar, the user can go to the Environmental Interest module to search for the Site/Property's specific environmental activity.

The search panel includes the following parameters:

- Environmental Interest
- Environmental Interest Identifier
- Environmental Interest Site Name
- Street Number/Street Name/Street Type/City/County/State/Zip Code

1 - 15 of 674 item(s)

View/Edit	Program Identifier	Program Site Name	Program Physical Location	Site/Property Name	Updated Date	Updated By
	BH1293715496	342 Perry House Road	342 Perry House Rd. , Fitzgerald, GA 31750	342 Perry House Road	1/22/2016 9:21:25 AM	EPDMIG
	BI062081800	4466 Mead Road	4466 Mead Rd. , Macon, GA 31206	4466 Mead Road	1/22/2016 9:21:24 AM	EPDMIG
	BL1321288277	Concord Fabrics Inc.	80 Highway 22 W. , Milledgeville, GA 31061	Concord Fabrics Inc.	1/22/2016 9:21:25 AM	EPDMIG
	BR1329162086	Walgreens Retail pharmacy	206 212 Church St. 101 109 Tennessee St. , Cartersville, GA 30120	Walgreens Retail pharmacy	1/22/2016 9:21:25 AM	EPDMIG
	BRF1001340	Riverside Toyota	844 Turner McCall Blvd. , Rome, GA 30161	Riverside Toyota	1/22/2016 9:21:26 AM	EPDMIG

Environmental Interest Search Result

By clicking the button, the user will be navigated to the environmental interest detail page under this site.

5.4.4 Manage Environmental Interest Detail

LEMIR system has currently included 25 environmental Interests that are managed by 5 different units. It can have a detailed information page to store and manage specific environmental data for each EI that has been associated to a site/property. Data fields vary from different environmental interests, but the page is structured by the following sections:

- General Information (EI Identifier, EI Site Name)
- Detailed Information (Data specifically for each EI)
- File Tracking (Paper File location)
- Physical location: (User can associate location with EI, multiple locations are allowed, but the user needs to set one as primary.)

Physical Location

	Delete	Street Name	City Name	Zip Code	State	Latitude	Longitude
◉	✗	212 Church St. 101 109 Tennessee St.	Cartersville	30120	GA		
○	✗	Church ST	BLUE RIDGE	30513	GA		

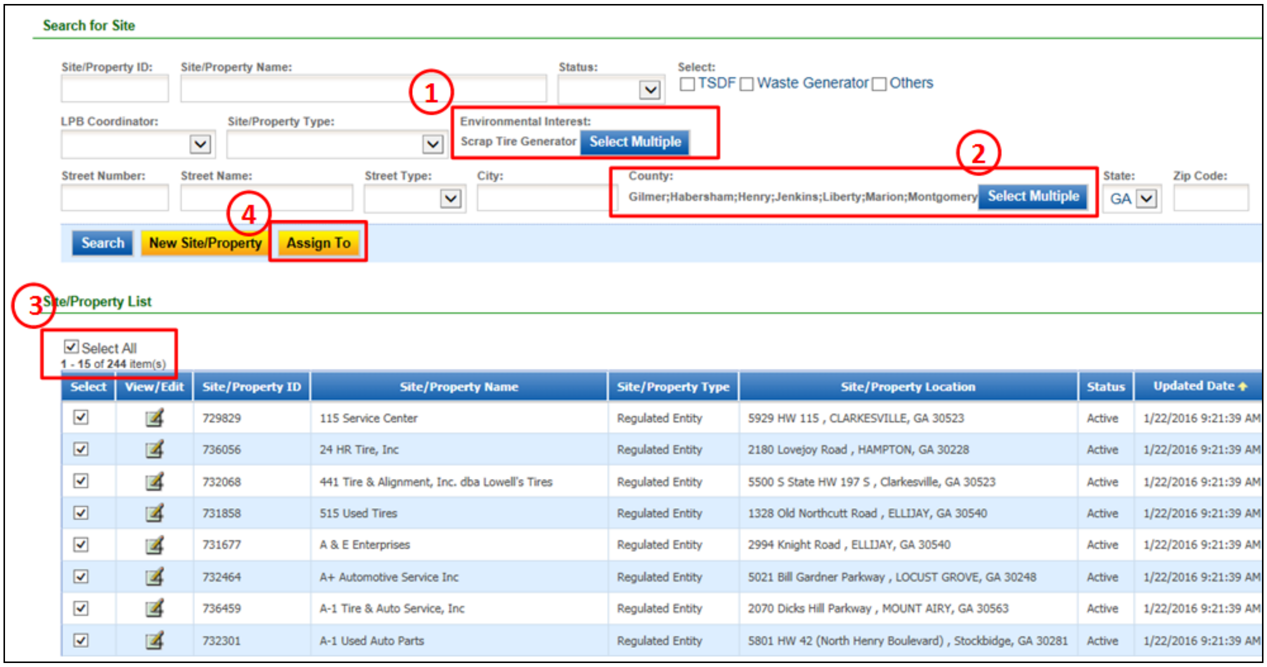
Add Location Set Primary

5.5 *Assign Site/Property to LPB Contact*

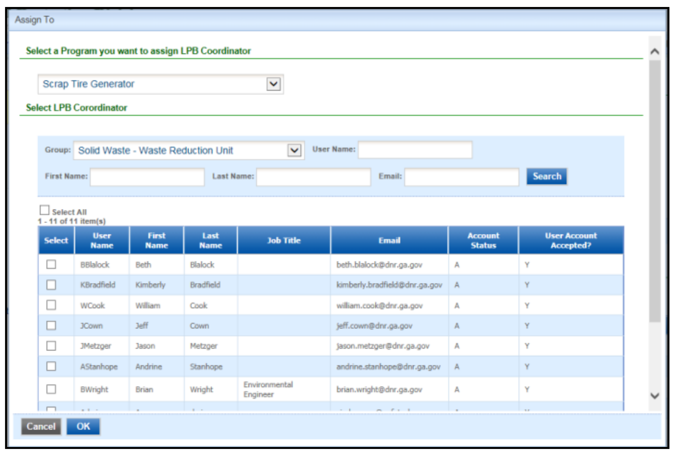
The user can assign sites/properties to an officer as LPB Contact to monitor and track all environmental activities related to the site. Activities including submittals, compliance reports, inspections, violations and enforcements will be shown on the assigned user’s dashboard (LPB Contact Responsibility Summary web part).

5.5.1 Group Assign Site/Property

The following figure demonstrates necessary steps to assign a group of site/properties to a LPB Contact.



Group Assign Site/Property to LPB Contact

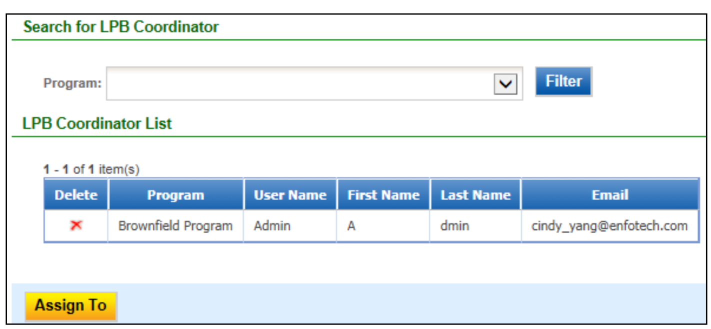


1. Filter the site/property list by environmental Interests
2. Filter the site/property list by counties
3. Click "Search" and "Select All" to select all site/properties in the search result
4. Click "Assign to" in order to choose a user as LPB Contact
5. Select an environmental interest that the LPB Contact is going to manage
6. Select an agency as LPB Contact, then click "Ok" to complete the process

Note: The system will not allow the user adding a LPB Contact to manage environmental Interests that the selected site/property doesn't associate with. (E.g. If the site is only associated with Scrap Tire Generator environmental Interest, the user cannot assign agency as Scrap tire carrier program coordinator to this site.)

5.5.2 Manage LPB Contact for a site/property

LPB Contact can also be managed when the user goes into a selected site/property. The user can find "LPB Contact" on the fourth row of the left panel. On this page, the user shall see all records of LPB Contacts.



On EI can be assigned to multiple LPB Contacts, one LPB Contact can also manage multiple EIs under this site.

The user can use the filter to see who the LPB Contact of this site is for one specific environmental Interest. The association of LPB Contact and environmental interest of this site can be deleted by the button on the first column.

5.6 *Site/Property Contact Management*

On the second row of left panel, the user can find all contacts people of the selected site. One site can have multiple contacts, and one contact person can represent multiple sites/properties. The user can choose to add new contact or associate current contacts from the system database.

Search for Contact

Program: [ ] Filter

Contact List

1 - 2 of 2 item(s)

Delete	View/Edit	Contact ID	First Name	Last Name	Phone	Email	Address	Status	Updated Date	Updated By
✕	✎	482110	David	Sapp	(912) 912/876-2164		PO Box 829, Hinesville, GA 31313	A	1/22/2016 9:40:49 AM	EPDMIG
✕	✎	482167	Mitchell	Trotter	(770) 770/475-8994		Mellon Bank, Dept. AT 40164, Atlanta, GA 31192-0164	A	1/22/2016 9:40:49 AM	EPDMIG

New Site/Property Contact | Associate Contact

By clicking the button, the user can modify information for the site contact.

By clicking the button, the user can delete this contact from the site.

5.6.1 Created a new contact

Using the **New Site/Property Contact** button, the user can open the page of creating new contacts, where the user needs to fill out necessary information for a contact. Data fields for contact include:

- Contact Information: Name, status, Job Title, Email, Phone number
- Mailing Address: Address, City, State, Zip, Country
- Contact Responsibility

Contact Responsibility is important for the system to recognize which contact is the right person to show when generating reports. This can be configured under Program & Responsibility section. The site may have different contacts for different environmental interest. Thus, the user should select environmental interest by the checkbox in first column, and then select responsibilities this contact will take in the third column.

Set up Contact Responsibility

Program & Responsibility

1 - 2 of 2 item(s)

	Program	Responsibility
☑	Scrap Tire Generator	☑ Bill-To ☐ Payment ☐ Reporting ☐ Owner ☐ Operator ☐ Responsible Official ☐ Prospective Purchaser ☐ Point of Contact
☐	Used Tire Dealer	☐ Bill-To ☐ Payment ☐ Reporting ☐ Owner ☐ Operator ☐ Responsible Official ☐ Prospective Purchaser ☐ Point of Contact

5.6.2 Associate Contact

Using the Associate Contact button, the user can associate a contact that already has a record in the system to selected site/property. This happens when two sites have the same person as a contact.

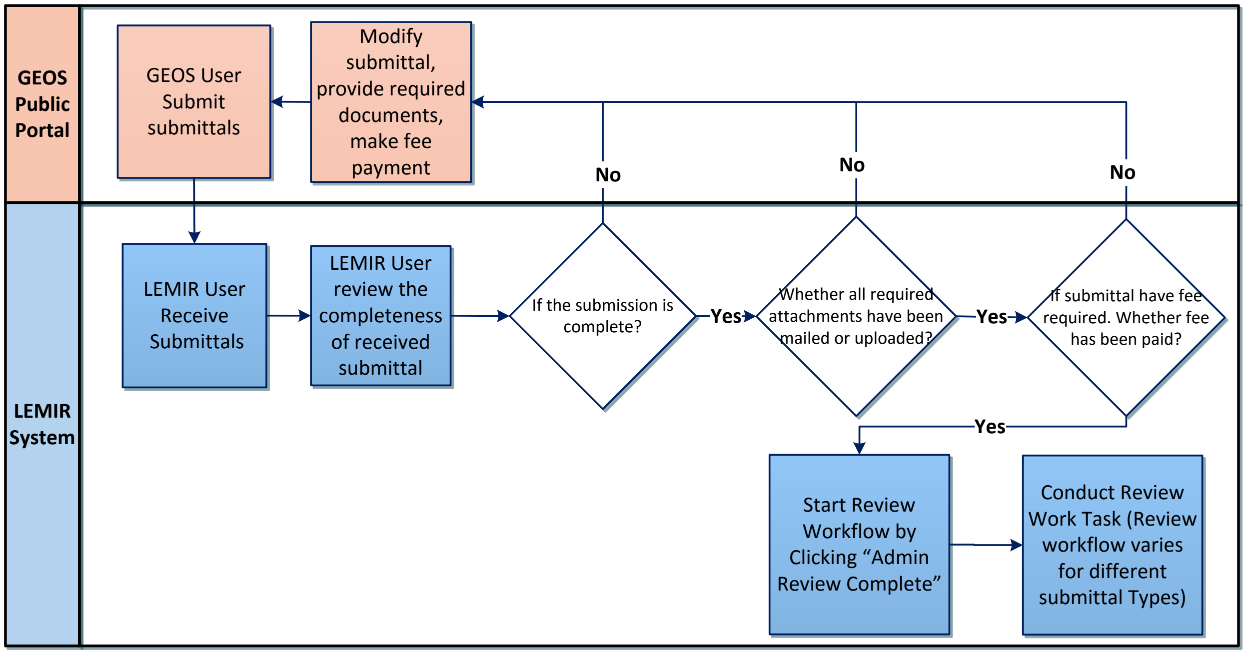
The user will be able to user the following search criteria to find the person.

- First Name
- Last Name
- Email address
- Status

The user is allowed to associate multiple people at a same time. When clicking OK, selected contacts will be associated with this site/property.

6 Submission and Issuance Management

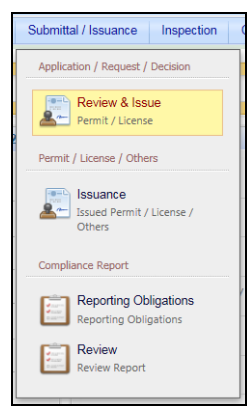
Submission reviewing and permitting is one of the many important functions that LEMIR provides. Currently, LEMIR handles 39 online submittal forms and over 40 types of issuance documents. The below diagram displays a high level description of how applications are processed utilizing the LEMIR system.



Business Process for Application and Permit Management in LEMIR

LEMIR provides the LPB with several features to manage both submissions and permits. Having these tools available gives the LPB flexibility to modify/review submissions and permits. The following section will give detailed instruction on tools that the user could utilize using Submission and Permit module.

6.1 Receive Submission

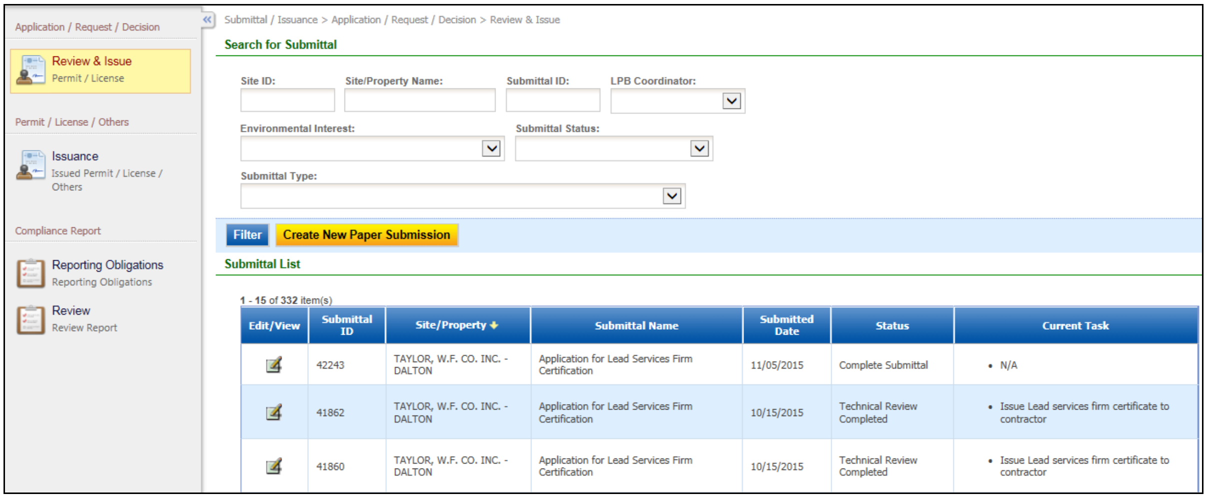


When a new submission comes in, the summary number on the dashboard will instantly change to reflect this new item. The LEMIR user can get access to all newly received submissions as long as they log into LEMIR and click through the 'Permit / Cert. / License Request Summary' web part. Aside from this, LEMIR agencies can always go to the 'Submittal/Issuance' module from navigation bar, to see all submittals in the system and manage received forms.

6.1.1 Application List

In the module, the submittal list is sorted by submitted date. The latest submissions will come first on the list. The user can change the order of this list by clicking the title of any column. For example, if the user clicked 'Facility', the applications will sort by ascending or descending order. By clicking on 'App. Info', the applications will sort by application ID in ascending or descending order.

To find a specific submission, the user is given multiple search functions ranging from 'Submittal ID' to 'Site ID', 'Site Name', 'LPB Contact', 'Environmental Interest', Submittal Status' to 'Submittal Type.'

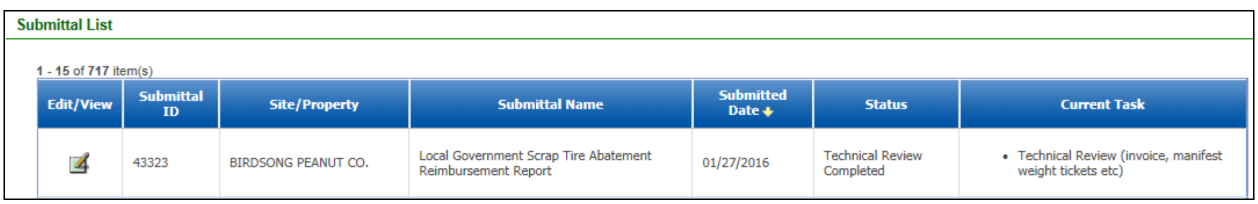


Submittal/Issuance Management Module

6.1.2 Summary of Review Status

The ability to review applications by their current status is available in the grid view. This allows the agency user to quickly glance over applications to understand the current situation of a submission.

The 'Status' displays the current status of the submittal. If the submittal is newly received, it will display either 'Complete Submittal' or 'Partial Submittal.' Complete indicates that all required documents (attachments) have been received by LPB. Partial submittal indicates that some required documents that are waiting for the site to mail it to LPB. (For detailed explanation on submittal status, please refer to 13.1 Submittal Status Descriptions). The 'current task' displays which review task is on-going and have yet to ne been completed.


Submittal List

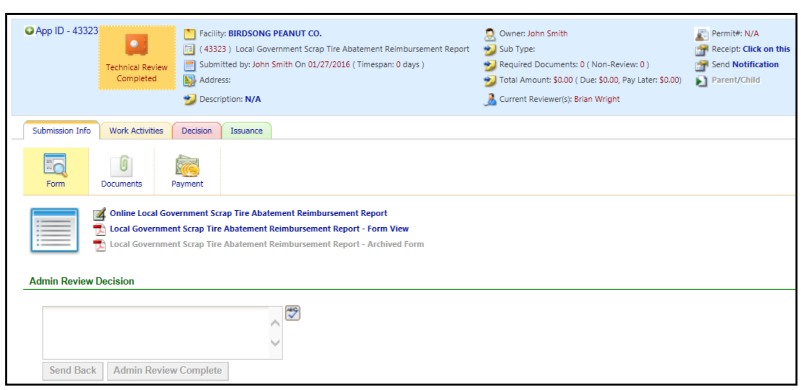
1 - 15 of 717 item(s)

Edit/View	Submittal ID	Site/Property	Submittal Name	Submitted Date	Status	Current Task
	43323	BIRDSONG PEANUT CO.	Local Government Scrap Tire Abatement Reimbursement Report	01/27/2016	Technical Review Completed	• Technical Review (invoice, manifest weight tickets etc)

Application Review Status

To start the review process for a submission, the user needs to click edit/review button and go into the submission page. The header of submission has included all basic informations related to this submission, which includes Submission ID, Facility Name, Submission type, Submission date, Submission status and so on.

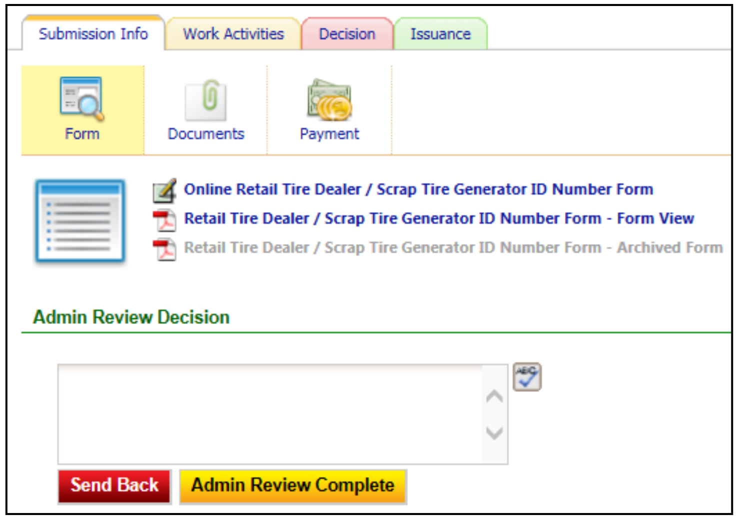
And the body part has embeded with all the functional tools for agency to review the submission, conduct work tasks triggered by this submission, and manage issuance ducuments that have been issued to this site. The following section will give a detailed instruction for each step of using this submission/Issuance module.



6.2 Determine the completeness of submission

For every newly received submission, before any work task is begun, the user wants to review the completeness of submission. Only qualified submittals will be passed to the work task agencies. The user should trigger the work task using Admin Review Complete button.

Not qualified submittals shall be sent back to the site (GEOS) to revise and re-submit using the button Send Back. All submissions that have been sent back will show on applicant's GEOS dashboard, also an e-mail will be sent to the applicant to notify that his submission is not sufficient for the LPB agencies to continue the work task.



Submission Info Tab

There are three tools designed in LEMIR to help agencies determine the completeness of a submission. The following section will have instruction on how to use these three tools.

6.2.1 Form Review

Under the tab of 'Form', the user can view the application in either PDF format per each section or in a digital version. The first row, with a button, is the online version form and it is the same form that can be seen to applicant in GEOS system. The second row, with a pdf. icon , will open up a pdf format form which can then be saved to the local drive or printed out.

6.2.2 Document Review

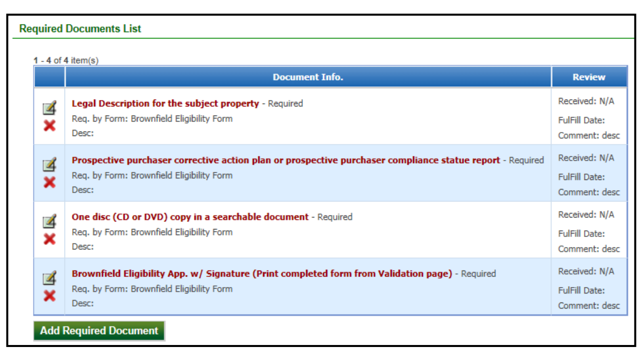
Under the tab of 'documents', the page displays three sections: Required Documents List, Received Files for Required Ducments, and Issuance Documents.

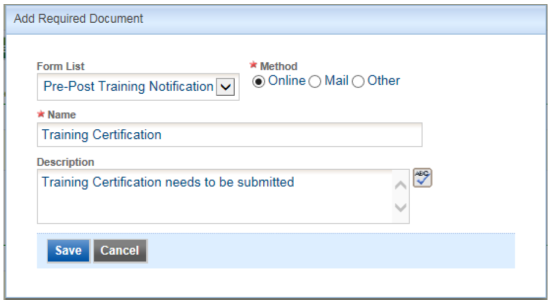
All current documents associated with the submission will be displayed and managed under this tab. LEMIR user will be able to require site for additional documents, review received attachments and send issuance or other supporting documents to the site.

6.2.2.1 Required Documents List

The required documents list is a list of documents that are required to be submitted by the applicant along with the submittal form. The applicant can see these requirements in GEOS attachment section before they submit any form.

For all submittal types, required documents are pre-configed in the system based on submittal type. However, the LEMIR user can also manually add required documents in addition to those defaulted requirements by clicking on the 'Add Required Document' Button.





This button will trigger a pop up window that asks for the name of the document, method that the user should use to submit, and a description.

After saving this information, the system will automatically add this document to the list. At this point, the user should go back to form module and send back the submission. This way, the applicant will be able to revise this submission and add additional documents to it.

6.2.2.2 Received Files for Required Documents

All attachments that were uploaded by the applicant from GEOS and submitted to LEMIR will be listed under Received Files for Required Documents. By clicking the file name, the user can download/open the attached file. If any required document is received by mail, the user can use Upload File button to upload it to LEMIR, so that all information related to the submission could be saved completely in the system.


Received Files for Required Documents

1 - 9 of 9 item(s)

Delete	File Info.	Document Info.
✖	15-012 PPCAP - 460 Englewood Ave 05 Attachment A.pdf Received on: 01/27/2016 Desc:	Req. By Document: Legal Description for the subject property Req. by Form: Brownfield Eligibility Form Comment: N/A
✖	15-012 PPCAP - 460 Englewood Ave 00 Cover Letter.pdf Received on: 01/27/2016 Desc:	Req. By Document: Prospective purchaser corrective action plan or prospective purchaser compliance statue report Req. by Form: Brownfield Eligibility Form Comment: N/A

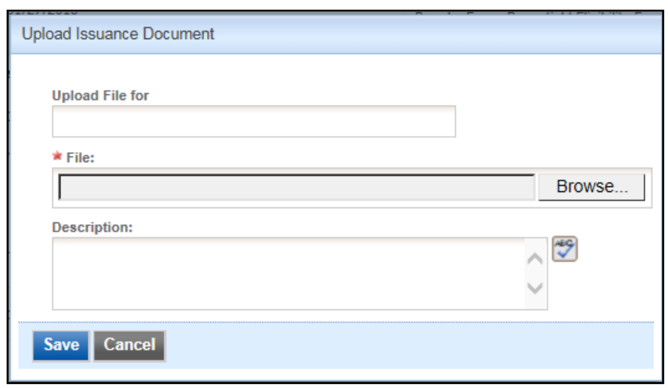
Received Files List

6.2.2.3 Issuance Documents

This tool is designed for the LEMIR user to upload additional documents (supporting documents, permits conditions, instructions) and then issue to the applicant.

After clicking the ‘Upload File’ button, the system will have a pop up window for the user to upload a file. All files uploaded here will be sent to the GEOS user when permits are issued in LEMIR from work task. In other words, these documents will only be sent to the applicant along with the permit.

After issuing, applicant will be able to find all issuance documents in GEOS system.



6.2.3 Payment Review

Many submittal types in the LEMIR system require certain fees to be submitted along with the submission form. Before payment is received by LPB, the work task may not necessarily be started. The payment tool is completely integrated with the Fee Management System (FIMS), which allows the user to:

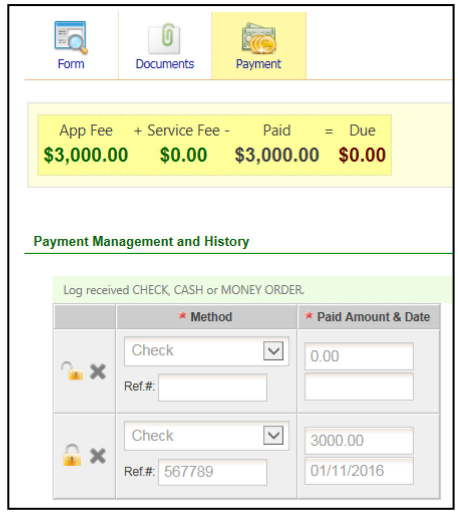
- Review Fee Amount
- Review Payment Information
- Adjust Fee Amount

6.2.3.1 Review Fee & Payment

The user can clearly see whether a sufficient payment has been made for this submission from the first glance of the payment page. The formula shown in the yellow box is always updated based on the fee and payment information saved in the system.

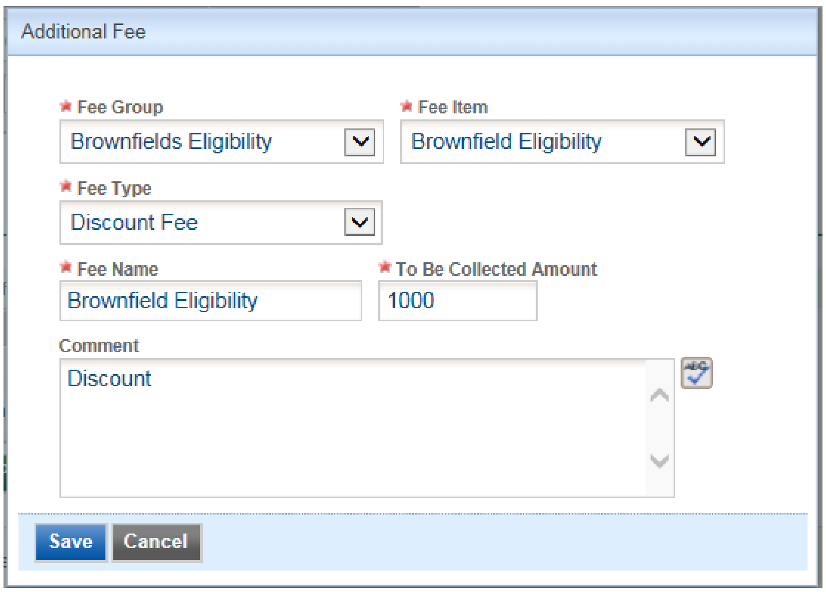
Under Payment Management and History, the user can see all payments that have been made, including the payment amount and payment date.

This is not modifiable for LEMIR users. All payments and transactions are managed by Finance team using FIMS system. Every transaction related to this submission will be reflected instantly under this page, however.



6.2.3.2 Adjust Fee Amount

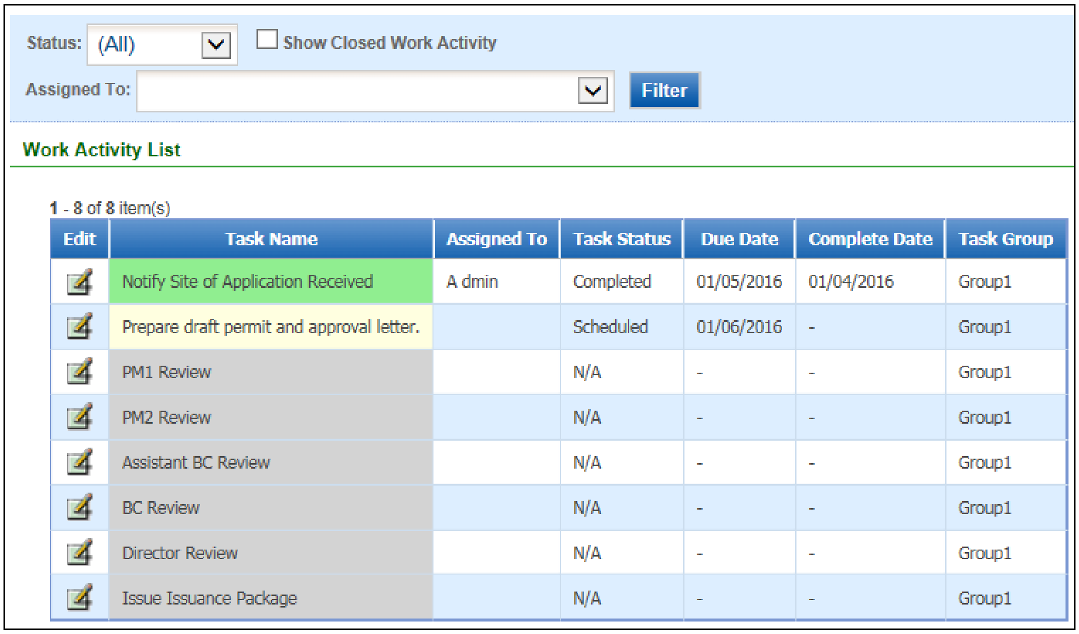
LEMIR user is capable of adjusting fee amount for submission using **Add Pay Upfront Fee** tool on this page.



6.3 Conduct Review Work Task

Review work tasks are usually triggered after the agency finishes the completeness review and clicks on the "Admin Review Complete" Button. Different submittal types have different work tasks configured in LEMIR system.

Under 'Application Review' and the 'Work Activities' tab, the user can view each task of the review process. The user can either filter by the 'Status' of the task or the 'Assigned To' individual. Work tasks highlighted in green marks the task as completed, while tasks in tan means that they are scheduled. Any task that is grey signifies that they are not currently accessible.



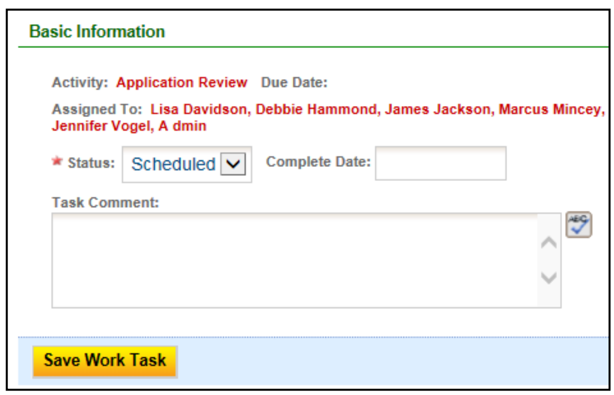
Edit	Task Name	Assigned To	Task Status	Due Date	Complete Date	Task Group
	Notify Site of Application Received	A dmin	Completed	01/05/2016	01/04/2016	Group1
	Prepare draft permit and approval letter.		Scheduled	01/06/2016	-	Group1
	PM1 Review		N/A	-	-	Group1
	PM2 Review		N/A	-	-	Group1
	Assistant BC Review		N/A	-	-	Group1
	BC Review		N/A	-	-	Group1
	Director Review		N/A	-	-	Group1
	Issue Issuance Package		N/A	-	-	Group1

Received Files List

To view descriptions or generate issuance documents and additional information for each work task, the user can click on the icon to display the detailed description of the work task. Although each work task screen may differ slightly, the general format is typically what is shown below.

6.3.1 Review Work Tasks

The detailed work task consists of a status, complete date, and description. The system has already been configured to automatically assign each work task to users with a certain role and group. Only the person assigned to the work task can work on the task. This includes update status, change fields, upload documents, or save.



LEMIR currently allows for four types of statuses. These are: ‘Scheduled’, ‘Cancelled’, ‘Overdue’, and ‘Completed.’ Once the task is triggered, the task is defaulted to ‘Scheduled.

By setting a work task to ‘Cancelled’, it will grey out the item from the list of tasks in ‘Work Activity Info’ and will open the next task in the sequence.

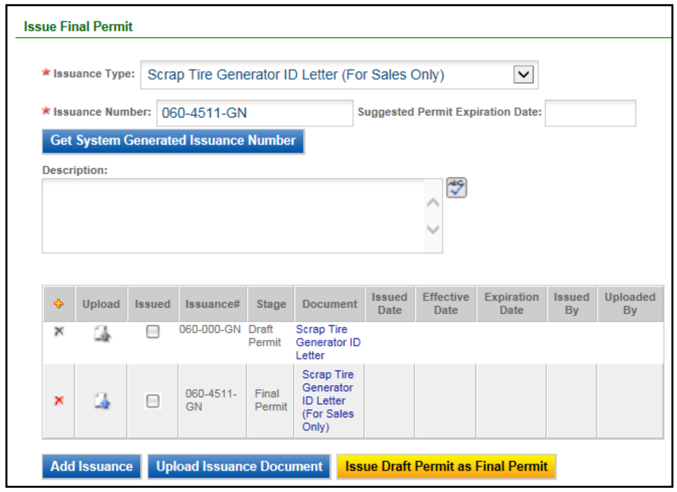
If the status is set to ‘Overdue’, the task will be highlighted in red in the ‘Work Activity Info’ as an overdue task. To complete a task, all the task criteria must be completed such as issuing a permit.

A complete date is necessary in order for the task to be saved as ‘Completed.’

Once a work task is completed, the work task can be accessed but the information cannot be modified. The sections will be greyed out. The only exception is the ‘Assigned to’ function which will be described further in the review process.

6.3.1.1 Generate Issuance Documents

Some tasks have the function to automatically generate a permit/license/certification/letter to the GEOS user.



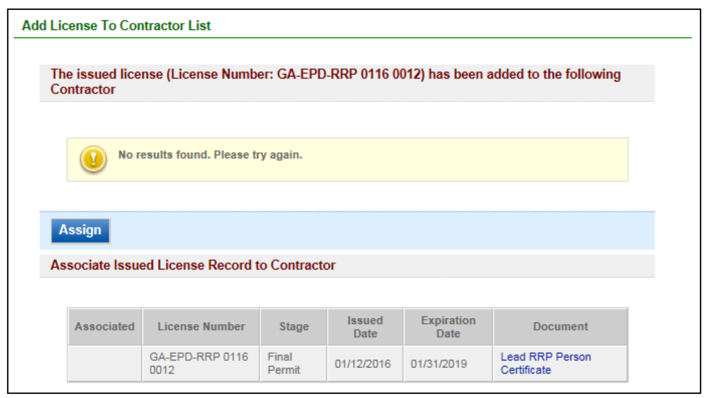
The user could select 'Issuance Type' from the drop down and then type in issuance number.

For some submittal type, the system can automatically generate an issuance number, triggering by the button 'Get System Generated Issuance Number.' For types of submittal that have automatically-generated issuance number and number logic, please refer 12.4 Issuance Number and Expiration Date Logic.

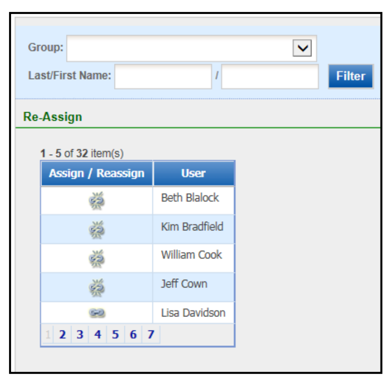
The user can also upload a permit or supporting documents by clicking the icon. The system will then allow the user to upload documents associated with the submission. The documents can be viewed by clicking the item in the 'Document' column.

6.3.1.2 Add Applicant to Contractor

When an application for certification comes into LEMIR, the system does not know if this is a new contractor or a contractor that is already in the system trying to renew their certificate. Due to this, the agency needs to manually set up the association between the applicant (people who submitted the application) and contractor (record in LEMIR system). Once this has been set up, next time when this user submits another application, the system will automatically fill in the associated contractor information.



6.3.1.3 Re-assign Work Task



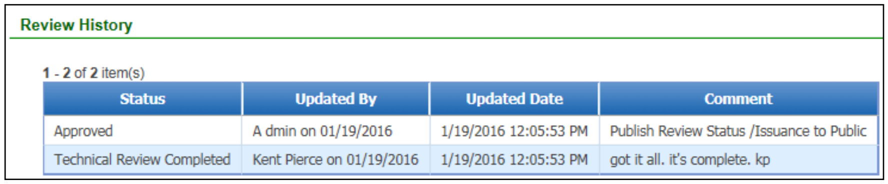
The work task has an additional feature in which users can assign a particular person to the work task. On the right side of the screen, a side bar is displayed where the user can filter system users by groups or by name. By clicking on the 'chain' icon, new users can be assigned or existing users un-assigned to the task. Once the task is completed, the side bar will disappear from the task.

6.3.2 Decision

The ‘Final Decision’ tab allows the user to change the status of an application at any time during the work flow process. The current statuses are listed below:

- Withdraw – Sets the application as withdrawn. All work flow is stopped.
- Denied – Sets the application as denied. All work flow is stopped.

The status updates will not be sent to GEOS until the LEMIR user clicks on the button ‘Public Review Status/Issuance to Public’, this button will trigger the system to update application status in GEOS.



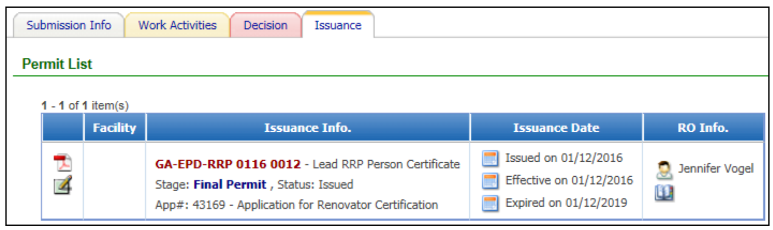
Status	Updated By	Updated Date	Comment
Approved	A dmin on 01/19/2016	1/19/2016 12:05:53 PM	Publish Review Status /Issuance to Public
Technical Review Completed	Kent Pierce on 01/19/2016	1/19/2016 12:05:53 PM	got it all. it's complete. kp

Decision History Tracking

The user can monitor the actions taken by referring to the ‘Application Review History’ grid below the ‘Decision’ section.

6.4 Issuance Management

Once a permit is issued, this permit will be shown under the issuance tab. By selecting the icon, the user can view the pdf format issuance document.

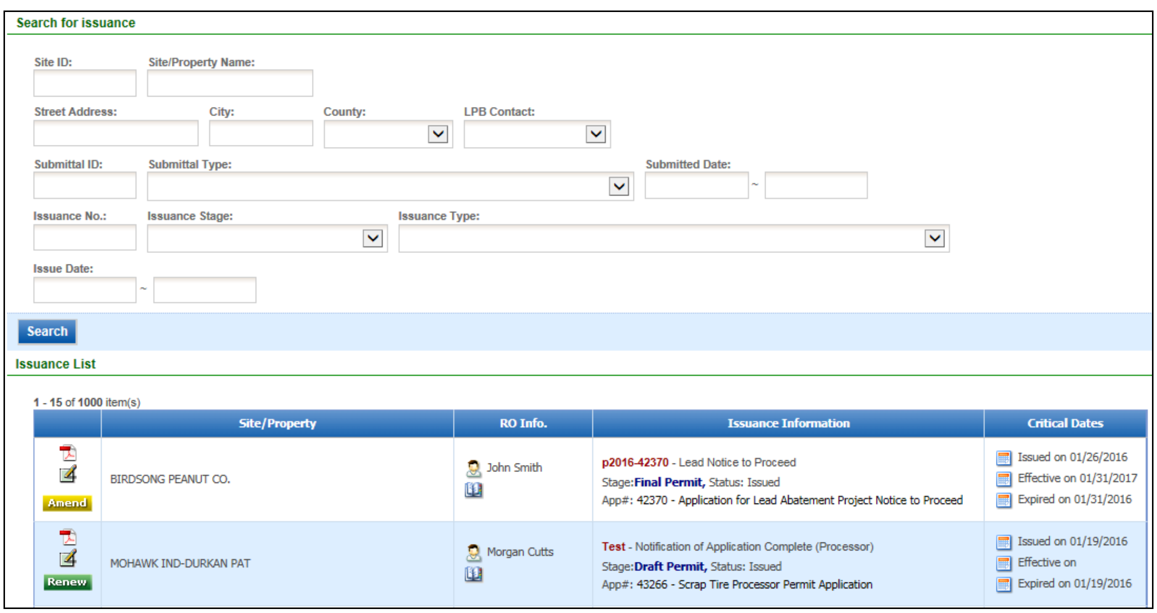


	Facility	Issuance Info.	Issuance Date	RO Info.
		GA-EPD-RRP 0116 0012 - Lead RRP Person Certificate Stage: Final Permit , Status: Issued App#: 43169 - Application for Renovator Certification	Issued on 01/12/2016 Effective on 01/12/2016 Expired on 01/12/2019	Jennifer Vogel

Issuance Tab under Submission

The user can have a centralized management for all permits/licenses/issuance documents that were issued through LEMIR using Issuance Page. The module can be found under the ‘Submittal/Issuance’ drop down menu.

The basic search functions allow the user to search permits via certain input parameters such as ‘App ID’, ‘Permit Number’, ‘Site Address’, and ‘Facility Name.’ The permits can be further filtered by type of permit with the ‘App List’ function.



	Site/Property	RO Info.	Issuance Information	Critical Dates
Amend	BIRDSONG PEANUT CO.	John Smith	p2016-42370 - Lead Notice to Proceed Stage:Final Permit, Status: Issued App#: 42370 - Application for Lead Abatement Project Notice to Proceed	Issued on 01/26/2016 Effective on 01/31/2017 Expired on 01/31/2016
Renew	MOHAWK IND-DURKAN PAT	Morgan Cutts	Test - Notification of Application Complete (Processor) Stage:Draft Permit, Status: Issued App#: 43266 - Scrap Tire Processor Permit Application	Issued on 01/19/2016 Effective on Expired on 01/19/2016

Issuance Management Screen

By clicking on the icon, the user can change the status of the permit. When selected, the edit button will open a pop up where the user can define the effective permit dates along with status and add comments. Currently the permit statuses can be set as 'Issued', 'Terminate', and 'Extension.' If the user just wants to view the permit, then the user can click on the icon to load a digital copy of the permit.

6.5 Create Paper Submissions

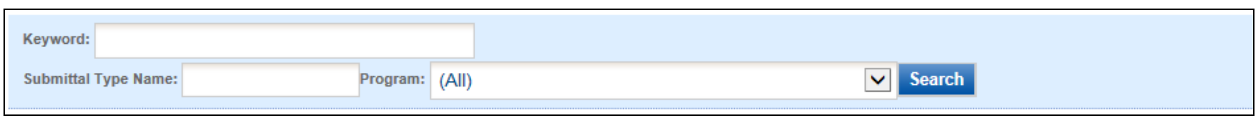
In many cases, applicants will submit a paper application rather than through LEMIR. LEMIR has the ability to process paper submissions through the 'Paper Submission' section under 'Applications.' Once a paper application is received, the agency will need to determine which category the application would fall under. Once determined, the user can go to the 'Application Module' and under 'Paper Submission' they can click 'Create New Application' to start the process.

When the LPB receives a paper submission, LEMIR provides the agency a way to enter and store the information in LEMIR. This allows the agency to have an additional tool to manage paper submissions alongside electronic submissions.

Using the **Create New Paper Submission** on the first screen for submittal/Issuance module, the user will be navigated to a new page to create submittals online.

6.5.1 Select Submittal Type

The first part of the process involves selecting a submittal type to start. Submittal types can be searched by 'key word', 'Submittal Type name', or 'Environmental Interest.'



6.5.1.1 Grid View

By default, LEMIR loads the 'Application Review' section as a grid view. The grid view lets the user view applications in a list. It displays more information than the gallery view.

6.5.1.2 Gallery View

LEMIR gives the user the ability to also view applications as a 'Gallery View.' By selecting the icon in the top right, as shown below, the applications will display as boxes rather than as a grid view. The gallery view provides an easier distinction between submissions and allows only basic information to be displayed.

Gallery View of Applications

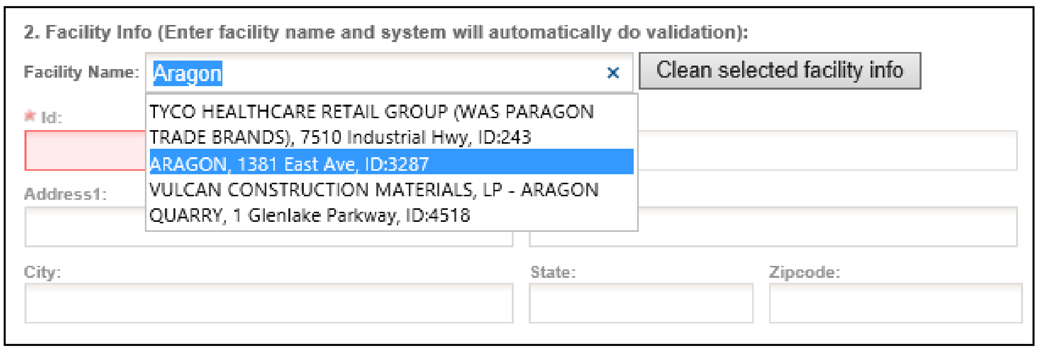
After a necessary type of submittal is selected, the user should then go and select the applicant for this submission. LEMIR provides a search toolbar in order to search by the applicant's first/last name, address, or the facility name.

Applicant Search Tool Bar

6.5.2 Select Applicant

If the applicant exists, please select the radio button to make the selection and click 'Create Application.' If the user does not exist, then click on **New Facility User**.

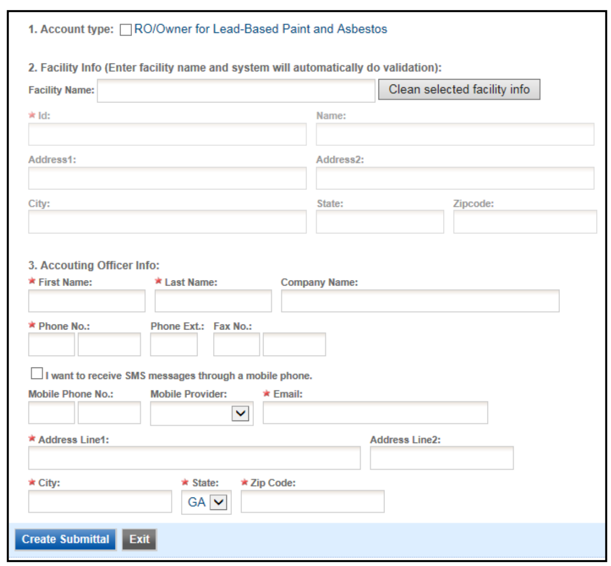
The new applicant option allows the user to enter in the 'Account Type' that the user is responsible for. The facility name contains an auto-fill feature. This allows the user to partially type in a facility name and allow the user to select from facilities that match what already has been entered. Information including Site ID, Address, City, State, and Zip code will be automatically populated into fields on the page.



New Applicant Facility Association

The 'First Name', 'Last Name', 'Phone Number', 'Email', 'Address', 'State', and 'Zip Code' are required fields. The 'Email' must be unique to the system or it will generate an error in the creation process.

At this point, the LPB will be able to continue on in filling the application.

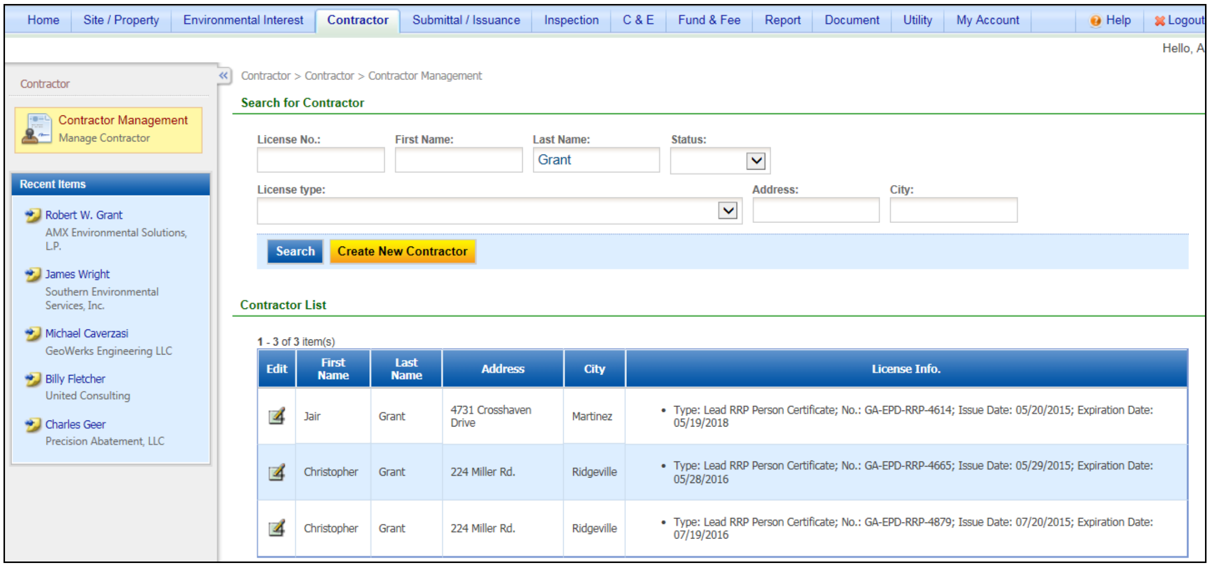


New Applicant Account General Information

7 Contractor Management

To manage contractors, the LEMIR user can find the contractor by:

- License No.
- First Name or Last Name
- Contractor Status
- License Type
- Address or City



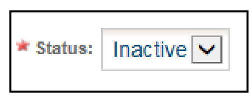
Contractor Management Module

7.1 Create New Contractor

By using the 'Create New Contractor' button under the search panel, the user can create a new contractor in the LEMIR database. The user will need to fill out two parts of information:

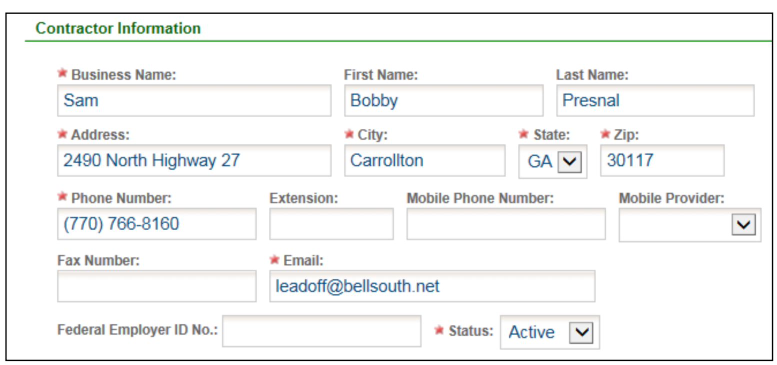
- Contractor Information
- License Information

LEMIR users are not allowed to delete a contractor from the system. However, the user can edit contractor information by clicking into the button. If the contractor is no longer partaking in the business or doesn't have a valid license, the agency can inactivate the contractor by changing the status dropdown box.



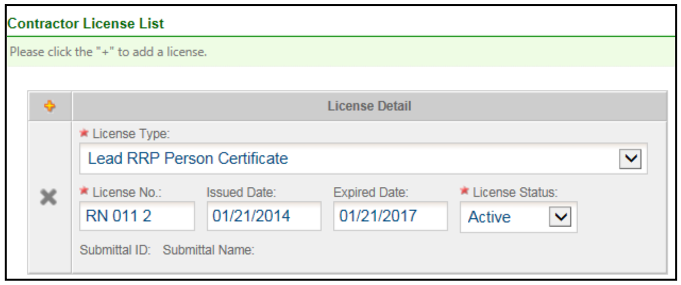
7.1.1 Modify Contractor information

Under Contractor information, the system set the contractor's name, address, city, status, zip, phone number, and status as required field.



Contractor information data field

7.1.2 Add License to Contractor

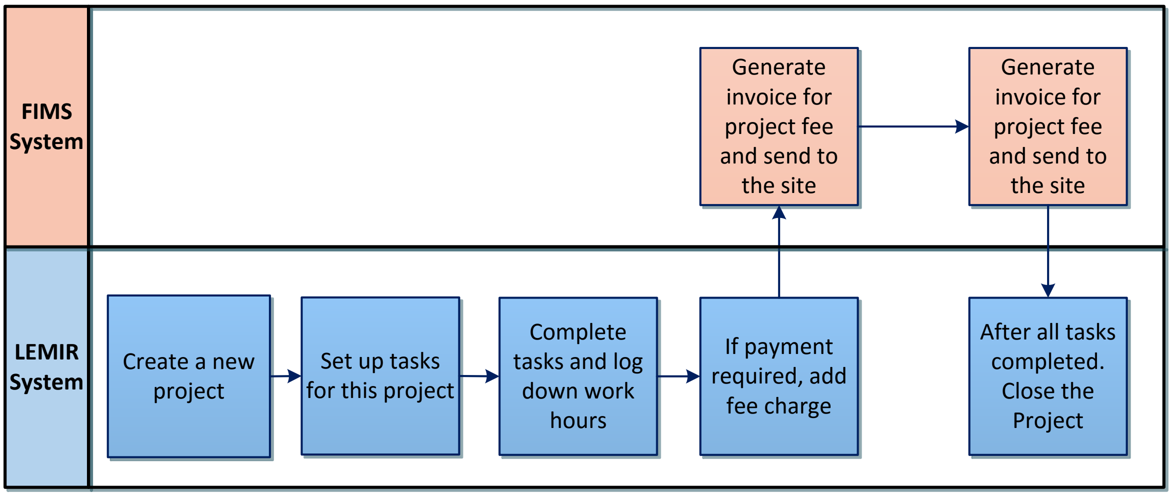


Using LEMIR, whenever a new license has been issued to a submittal that has been submitted from GEOS, the new license will be automatically added to the corresponding contractor. To be more convenient for paper submissions and other scenarios, LEMIR users can also manually add licenses to contractors.

By clicking the button on the top left part, the user can add more licenses to the contractor. The user should select necessary license type, then type in license No., issued date, expired date, and license status.

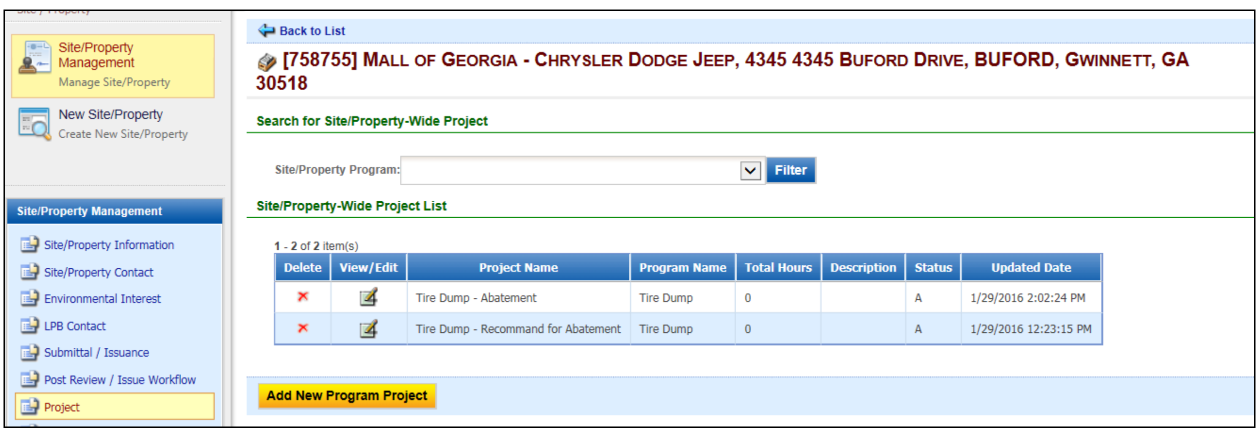
8 Project Management

The Project management module in LEMIR is designed to support LPB conducting environmental projects with sites. The module is useful for Brownfield projects, Tire cleanup projects, site's compliance tracking etc. The basic process using Project Management module is shown in the flow diagram below. Different projects may have a slightly different process and utilize different tools than the module has.



Business Process for Project Management in LEMIR

The module can be found through site/property, after selecting the site that LPB has project with, the user can access the module through "Project" in the left panel.



Project Management Screen

In the module, the user will be able to see a list of all projects that the selected site has. All projects are tied with environmental interest. The user can filter projects by environmental interest.

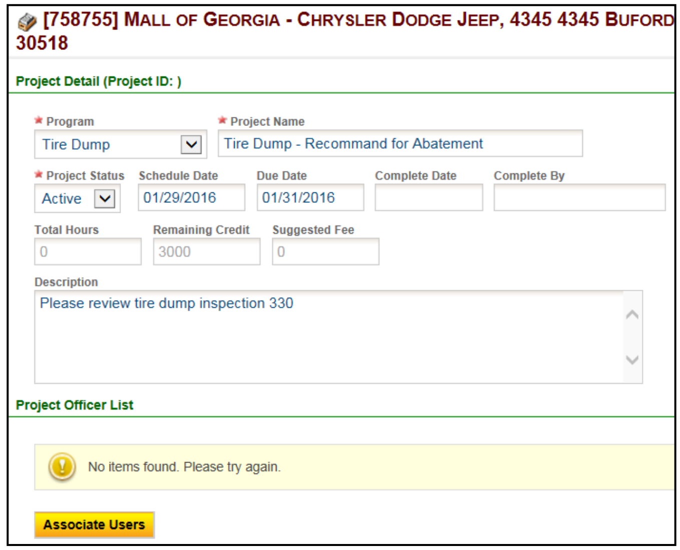
8.1 Created New Project

To create a new project, the user can simply click on 'Add New Program Project.'

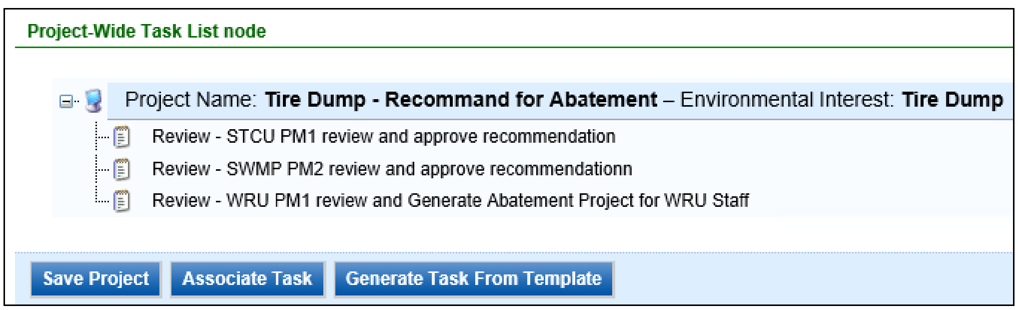
The user needs to select the environmental interest from the dropdown list. The system will automatically bring the environmental interest selected as the prefix of the project's name, but the user can still customize the project name.

The field of 'Complete Date' should only be filled when the project is finished. The system will log the user who completed the project and populate the user's name in 'Complete By' field.

Before saving the project, the user also needs to associate an officer to this project. The person associated will be able to receive notifications on this project and have a better tracking of this project.



After clicking 'save' to save the project record, the next and most important thing will be to generate work task workflow. LEMIR has embedded task templates for some types of projects. The user will be given two ways to add tasks for a project. Tasks will be shown in a tree view under project information page.



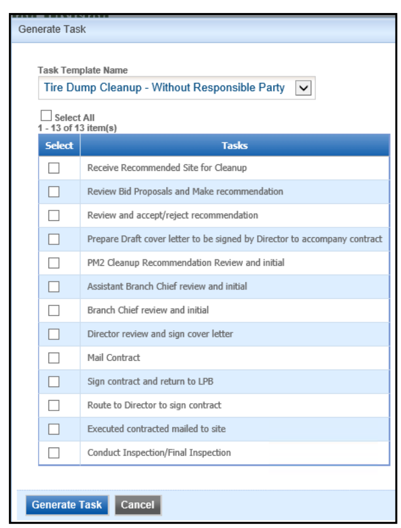
Tree view of Project Task Workflow

8.1.1 Generate Task from template

Using the button 'Generate Task from Template', the system will have a pop up window asking for the template type. Template types in the drop down box have already been filtered by the project's environmental interest. For example, if this is a tire dump project, then the template name drop down will only show tire dump workflow templates.

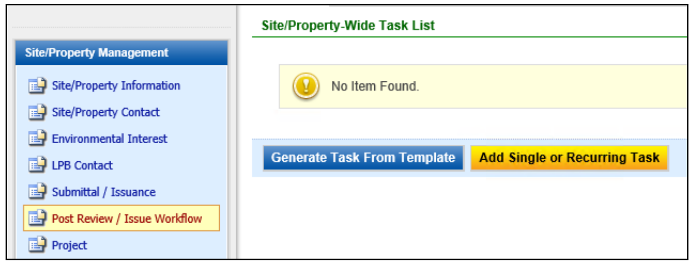
The user can add all tasks to this project simply by clicking 'Select All' and 'Generate Task.' The user can also check only tasks that are necessary, and then the system will only add tasks that are selected to this project.

For templates that the system has, please go to [12.5 Task Template List](#)



8.1.2 Create Single or Recurring Task

If the user wants to add a task not found in the template, then the user can go to 'Post Review/Issue Workflow' to add a single or re-occurring task. This re-occurring task setting is very important for generating report obligation.

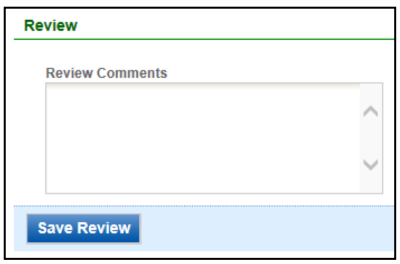


By clicking the yellow button, 'Add single or Recurring Task', the user can add a task that needs to be done for the project.

The user will be able to create tasks of 5 different types. The following section will introduce the function for each of the different types.

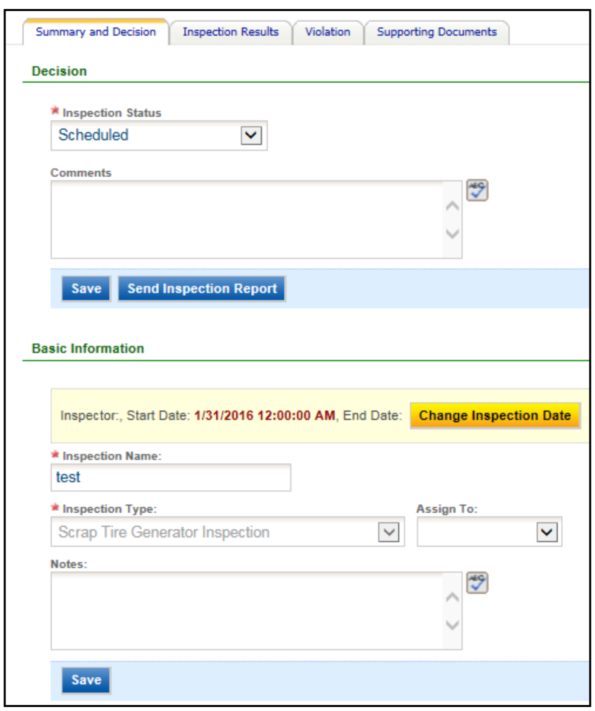
After a task has been created, the user can go back to the project page. Through the **Associate Task** button, the user can see a list of tasks that they can select to associate. One task can only be associated with one task.

8.1.2.1 Review Tasks



In a Review task, the user can log their review comments. They can then click 'save review.'

8.1.2.2 Inspection Tasks

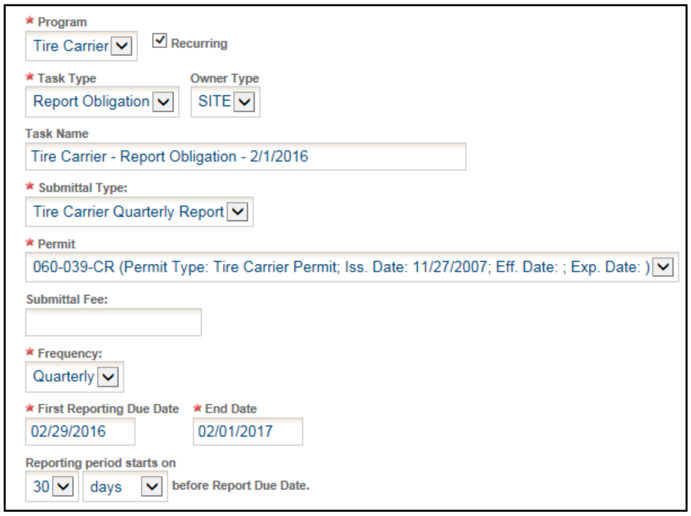


In an Inspection task, extra tubs for inspection summary, inspection result etc. will show after a task has been saved as Inspection type.

The user can set up inspection name, assign to an inspector, and log inspection results. All tools are the same as the inspection module.

When creating an inspection from task, the records will be automatically synced to inspection module. In other words, when the user logs in and tries to find this inspection, the user can go directly to inspection and find the record by any search parameter that the system has and begin work.

8.1.2.3 Generate Repot Obligation



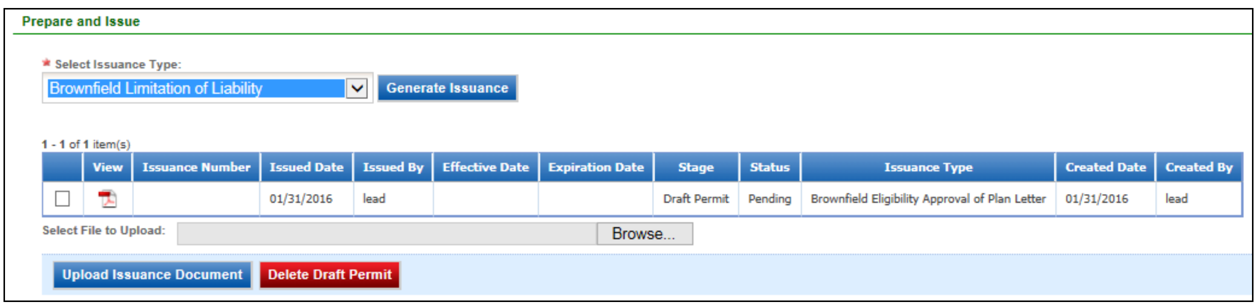
In report obligation types of tasks, the user needs to fill in the following information:

- **Environmental Interest**: submittal type field and permit drop down will be based on selection of environmental interest
- **Task Type**: select as report obligation
- **Submittal Type**: this determines the report form that site will see in GEOS
- **Permit:** LEMIR requires the site to have at least one valid permit to submit obligation report
- **Frequency:** The frequency of reports
- **First Reporting Due date:**
- **End Date:**

8.1.2.4 Draft Issuance Tasks

In draft issuance tasks, the user will be able to see the 'prepare and issue' tool when a task has been saved as either 'Draft Issuance' type or 'Issuance' type.

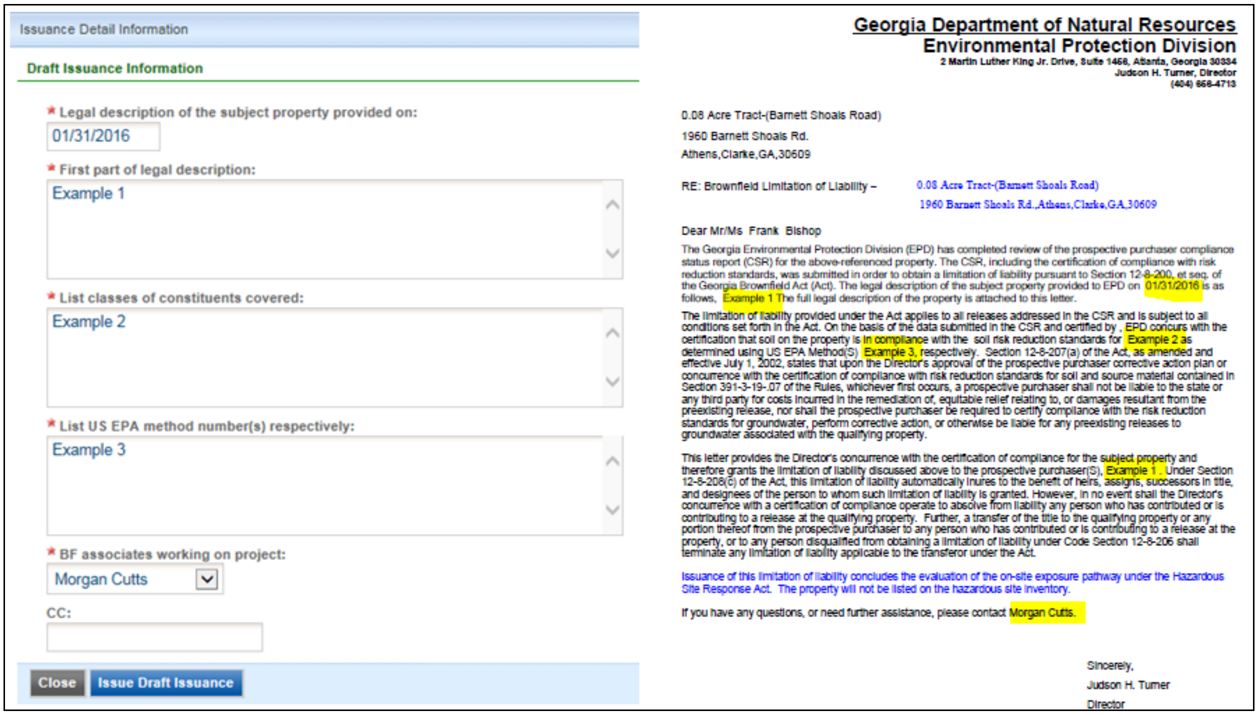
The user can select the issuance that they want to generate. Types of issuance are referenced data in the system and are filtered by the environmental interest of this task. The user can either use LEMIR-generated issuance or choose to upload an issuance file from the local disk.



	View	Issuance Number	Issued Date	Issued By	Effective Date	Expiration Date	Stage	Status	Issuance Type	Created Date	Created By
			01/31/2016	lead			Draft Permit	Pending	Brownfield Eligibility Approval of Plan Letter	01/31/2016	lead

Prepare and Issue Tool

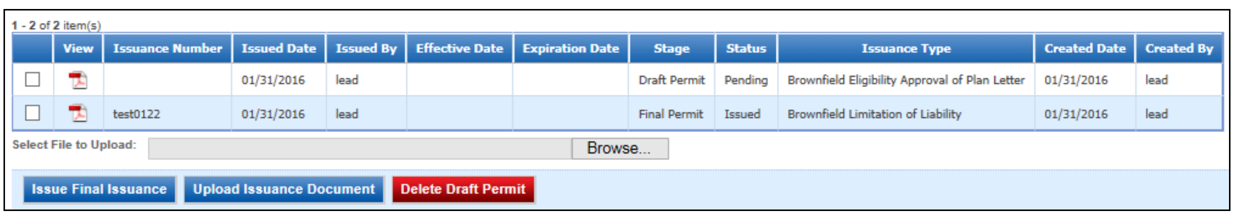
For different types of issuance documents, when the **Generate Issuance** button is clicked, the system will have a pop up window asking for necessary information that the issuance needs. Data that the user filled will be automatically put into the LEMIR-generated issuance document.



Example of LEMIR-generated issuance

8.1.2.5 Issuance Tasks

Under issuance task, the user will be able to issue generated issuance to either the site, or the applicant. The only extra function issuance task has than the draft issuance one is that, this type of task has the Issue Final Issuance button. This button will not only change issuance's status from draft to final, but also trigger the process to sync issuance documents from LEMIR to GEOS. When issuances are issued as final, GEOS user will be able to find the document after they log into the GEOS system.

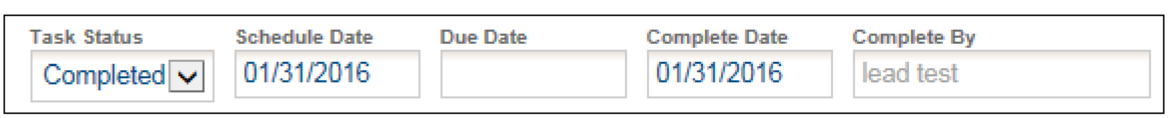


Issue final permit

8.2 Conduct project Task

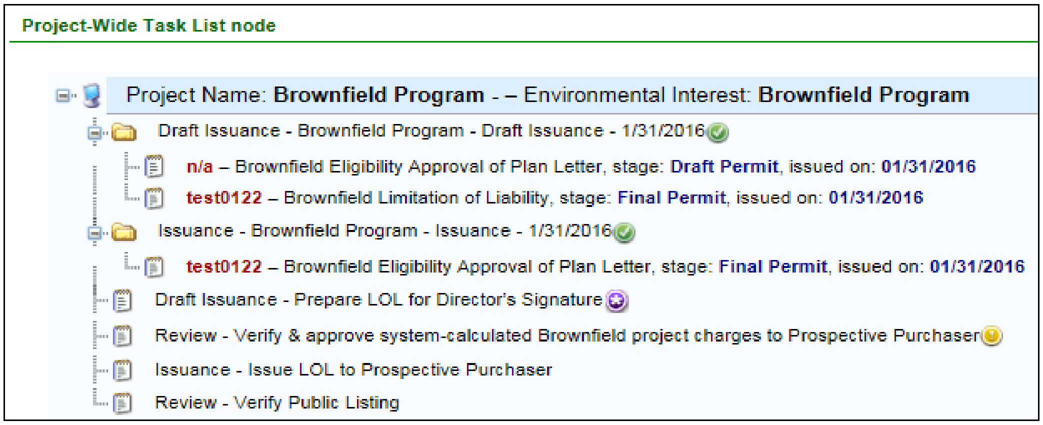
After a task has been scheduled, the assigned user will see his/her tasks from the project task web part on the dashboard. For instructions on the web part please refer to 3.4.8 My Project Tasks (Overdue + Due in a Week).

After the user completes their task, the user needs to change task status to complete and put in the complete date. The system will record who completed this task and display the 'Complete By' person on the page.



At project page, the task tree view will be able to mark out completed tasks, canceled tasks, and overdue tasks.

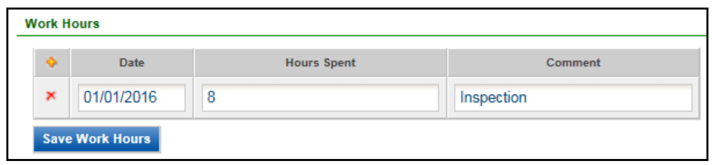
- indicates the task has been completed
- indicates the task has been overdue
- indicates the task has been canceled



Project Task Tree View

8.3 Work Hour Tracking

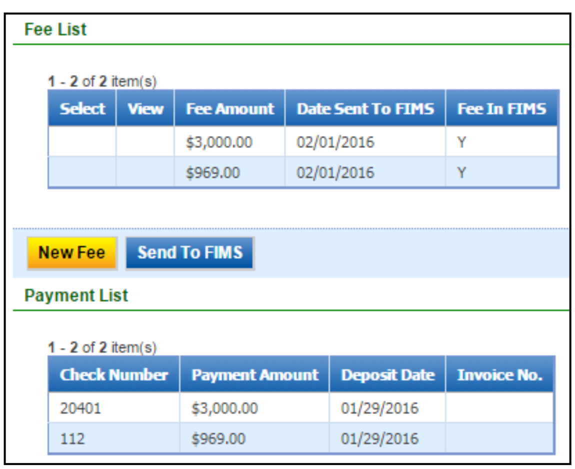
LEMIR has the function to allow users to log down the working hours for completing a task. At the task detail page, the user shall find the 'Work Hour' tool and click on , where the user can type in date, hours, and comments.



8.4 Project Fee Management

When working hours are tracked in LEMIR system, the system is capable of calculating the project fee and capturing the record of project related fee and payment.

This function is important for Brownfield Projects. The system will display the project remaining credit, suggested fee on project detail page, and always updates along the change of total hours.



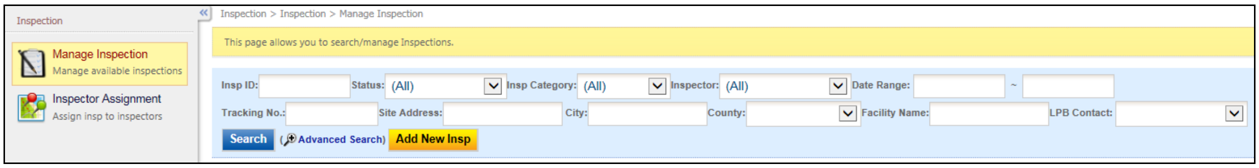
When LEP has decided to invoice the site, payment is required. The user can add fees to the program before sending fee records to FIMS. The user can modify fee amount and add comments to the fee. However, once the fees get sent to FIMS, they are no long editable. The finance team will be able to generate invoice, manage charge, and post payment etc. operations in FIMS. For detailed function of FIMS system, please refer to: FEE IINFORMATIION MANAGEMENT SYSTEM (FIIMS) AGENCY END USER GUIIDE.

Payments posted in FIMS will be instantly reflected on LEMIR.

9 Inspection Management

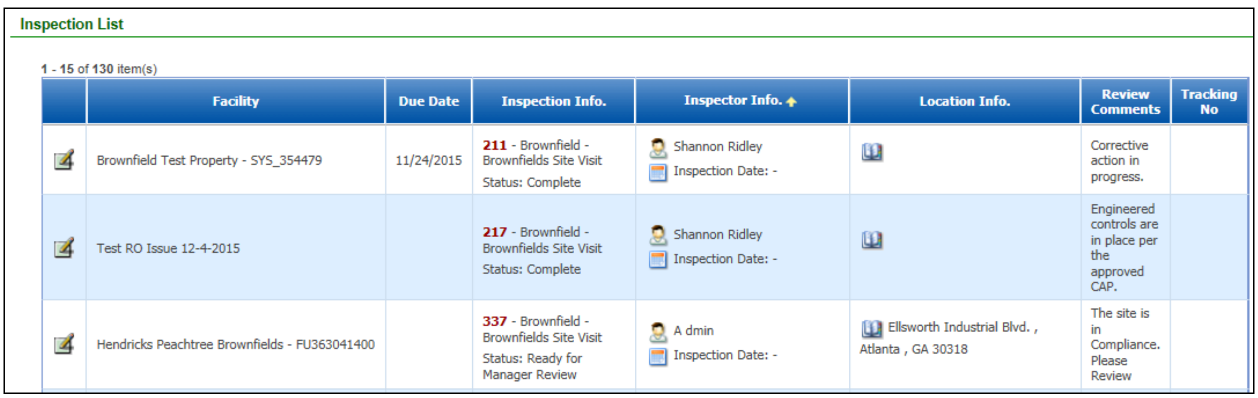
The 'Inspection Management' provides the necessary tools to schedule, manage, record result, and give visibility on inspections. LEMIR provides a search tool to search for inspections based on:

- Inspection ID
- Status
- Inspection Category
- Inspector
- Date Range'
- Tracking number
- Site Address
- City
- County
- Facility Name
- LPB Contact



Inspection Management Search Toolbar

In this Module, the grid view list of inspections shows all basic information for the inspection. By selecting the icon, the user can choose to view/edit the detailed information of selected inspection.



Inspection List

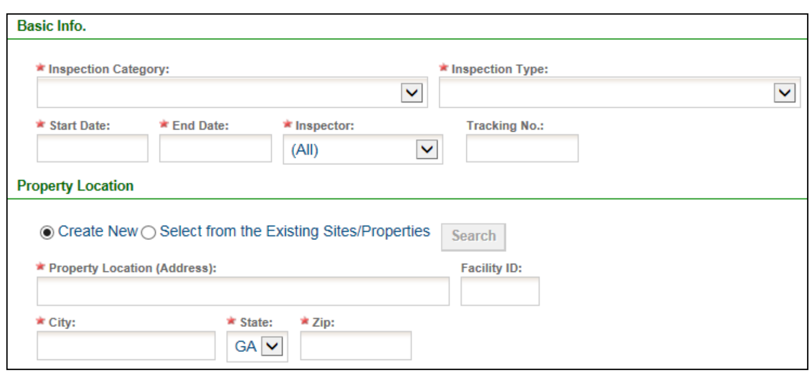
9.1 Schedule Inspections

Inspection is one of the most important parts of Environmental Management. Some inspections are a necessary part of ensuring facilities remain in compliance and some inspections are initiated by complaints or new environmental problems that are found. Thus, in LEMIR system, there are two ways to create an inspection; one is to create one tied with specific site/property while the other is to create a new inspection by simply typing in the location.

The screen will allow the user to select the inspection category and inspection type.

The start and end date can be selected with a calendar window.

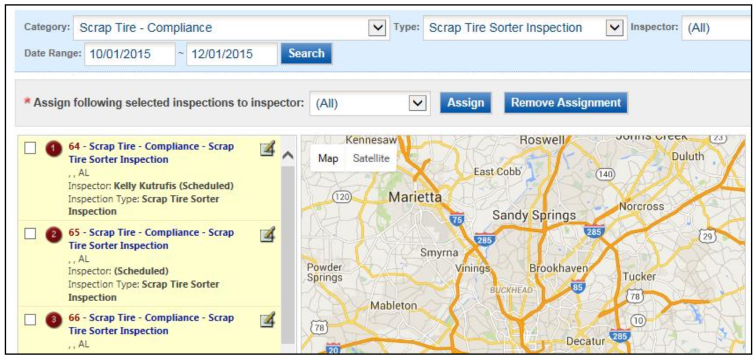
The inspector drop down will list all of the inspectors that are in the same unit with login user and also those who have the role of inspector.



9.2 *Inspector Assignment*

LEMIR' 'Inspector Assignment' module allows the user to have a clear idea of how to manage multiple inspections at once.

The list of inspections on the left of the map will filter based on the new criteria once the user clicks the 'Search' button. The user can view the inspection location on the map and pinpoint each inspection by location through the corresponding numbers that are associated with each inspection.



If the manager realizes that several inspections are in one place and associated to multiple inspectors, they can select all those inspections by selecting on the checkbox, selecting an inspector in the inspector drop down, and clicking 'Assign.' It will then re-assign all those inspections to the selected inspector.

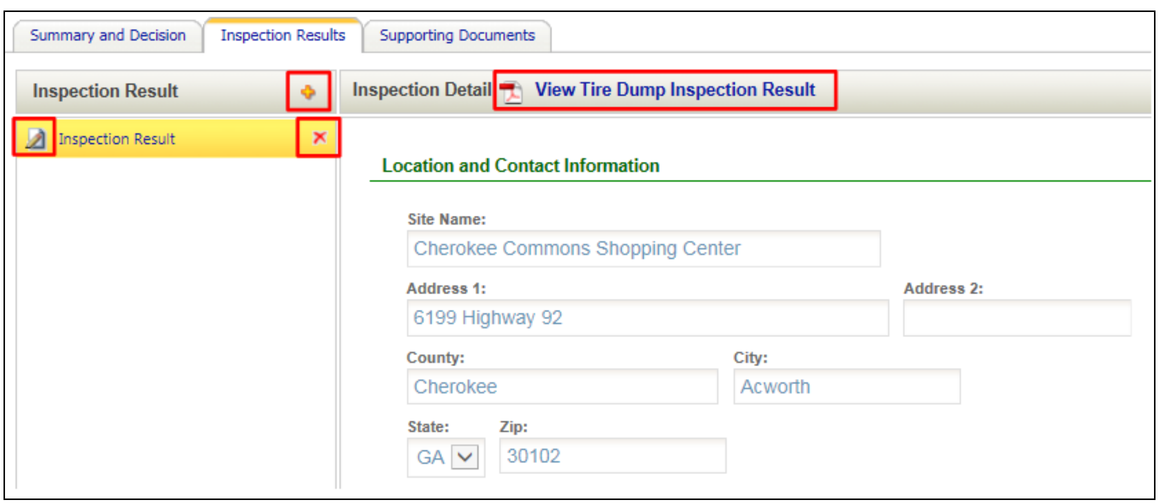
9.3 *Conduct Inspection*

Under inspection information page, the header provides a basic information summary for the selected inspection. This includes Status, Inspection ID, Inspection Type, Contact, Address etc.

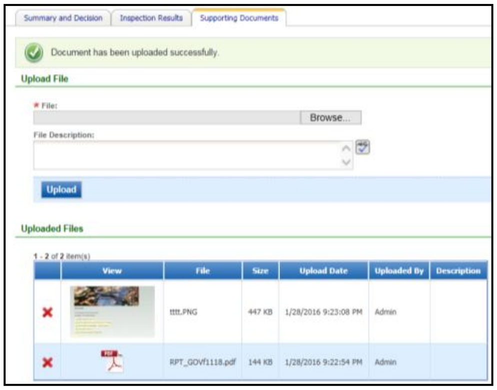
9.3.1 Log Inspection Result

LEMIR gives the inspector the ability to log their inspection results or edit their results though the manage inspection module. Templates for inspection results are based on inspection type. Different type of inspections will have different templates shown in the system for the user to log the result.

- To add more inspection results for multiple visits, click '+'
- To delete an inspection result, click 'x'
- To modify the name of an inspection result, click 'Edit' icon
- To view the printable pdf version of inspection result, click 'View inspection result'



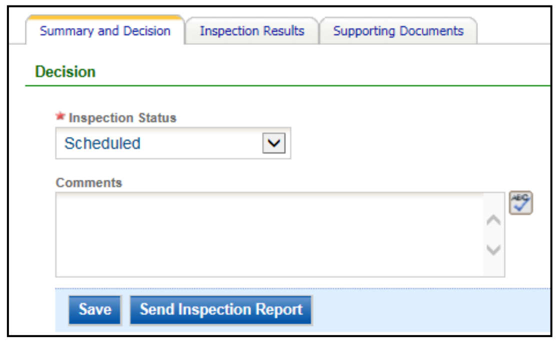
Inspection Results Detail Screen



The system allows the user to upload supporting documents to go along with the inspection and also provide a description. This allows the user to keep records of the inspection, such as images taken during the inspection.

9.3.2 Make Inspection decision

After complete the inspection. Inspector should go back to the 'Summary and Decision' tab and log the inspection decision by changing the status in the dropdown list.

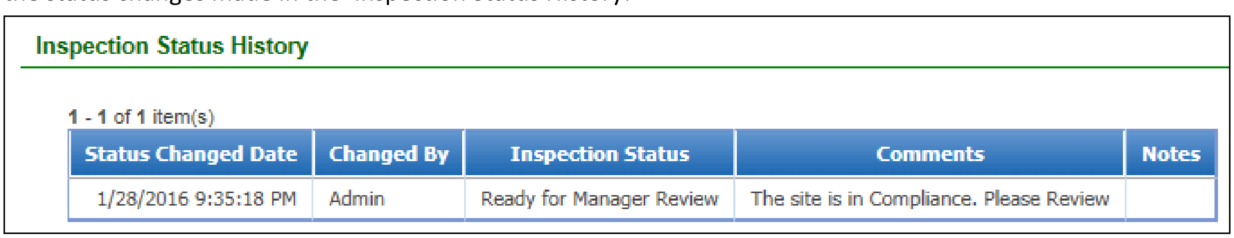


The user can change the inspection status to any of the several different options listed below:

- **Scheduled:** This option is the default option once an inspection has been created.
- **Cancelled:** This status indicates that the inspection has been cancelled.
- **Completed:** This status indicates that the inspection has been completed but a final decision has not been made yet.
- **Ready for Manager Review:** This indicates that the facility is still not ready for inspection.
- **In Compliance:** Once an inspection is set as 'In Compliance', the user can only change the status to 'Out of Compliance.'
- **Out of Compliance:** Once an inspection is set as 'Out of Compliance', the user can only change the status to 'Out of Compliance.'

9.3.3 Inspection Status History

The user can enter additional comments at any time before the inspection is approved by the inspection manager. The inspection can be given a name to identify the inspection and the inspector can also be altered. LEMIR tracks the status changes made in the 'Inspection Status History.'


Inspection Status History

1 - 1 of 1 item(s)

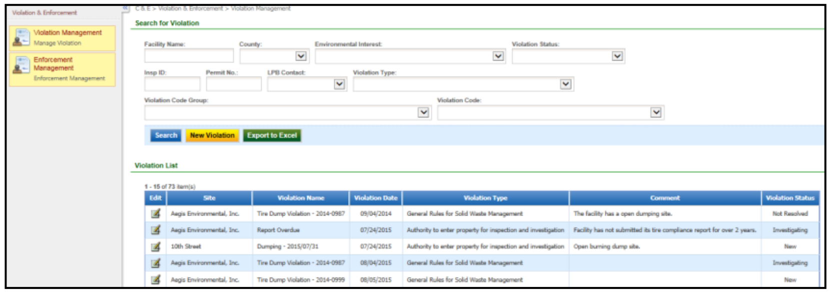
Status Changed Date	Changed By	Inspection Status	Comments	Notes
1/28/2016 9:35:18 PM	Admin	Ready for Manager Review	The site is in Compliance. Please Review	

10 Compliance & Enforcement Management

The 'C&E' module provides a complete module for violation tracking and the site's compliance management. In LEMIR, violation records the rule that the site did not comply with, and it can be tied with submittals that the site submitted, or inspections that have been conducted to the site. Enforcement records the action that LPB took to force the site to comply with environmental rules.

10.1 Violation

To manage the site violation record via C&E module, the user can access the page through the main navigation bar, and then click 'C & E.'



The page allows the user to search violation records by the following criteria:

- Site Name
- County
- Environmental Interest
- Violation Status
- Inspection ID
- Permit No.
- LPB Contact
- City
- Violation Type
- Violation Code

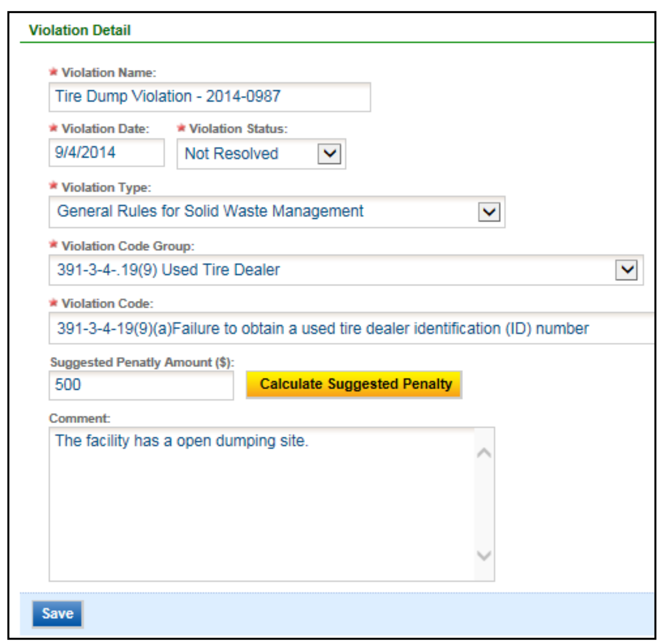
Search results will be shown in the Violation list. The user also has the option to export this list into excel by clicking the 'Export to Excel' Button.

10.1.1 Created Violation Record

To create a new violation record, the user first will be asked to associate it with a site/property. If creating it for a new site/property, the user can create one by simply selecting new facility and filling in the necessary location information.

The user can set up violation name, violation data, violation status, violation type, and violation code. The code group field will be automatically filtered when type is selected, and code filed will be filtered by code group field.

LEMIR will calculate the suggested penalty fee based on the violation code. However, this is just a suggested fee. The record will not connect to the site/property unless enforcement is created.

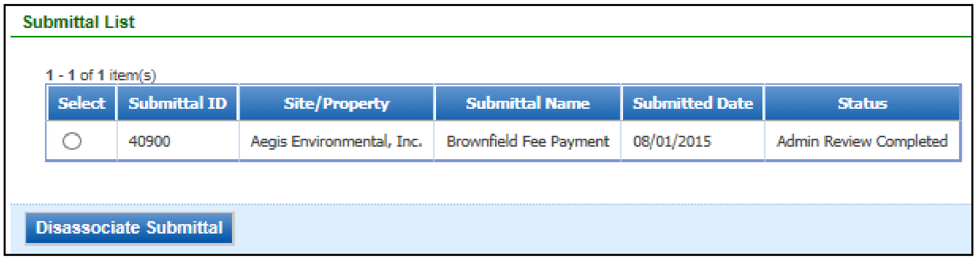


10.1.2 Complete Violation Content

To capture the whole picture of a site's situation, the user can associate submittals, inspections, and other supporting documents to the violation record.

10.1.2.1 Associate with Submittal

By clicking 'Associate Submittal' the user can see a list of submittals that this site has submitted, and the user can select one to associate. For Example, if the violation is 'Failure to submit compliance report', the user can tie the last site report that site has submitted.


Submittal List

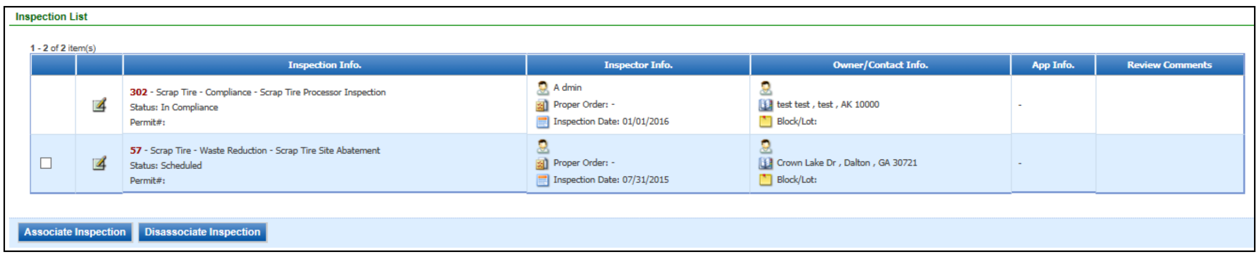
1 - 1 of 1 item(s)

Select	Submittal ID	Site/Property	Submittal Name	Submitted Date	Status
	40900	Aegis Environmental, Inc.	Brownfield Fee Payment	08/01/2015	Admin Review Completed

Associate Submittals

10.1.2.2 Associate with Inspection

By clicking 'Associate Submittal', the user can see a list of inspections that have been conducted to the site, and the user can associate one to multiple inspections at a time.


Inspection List

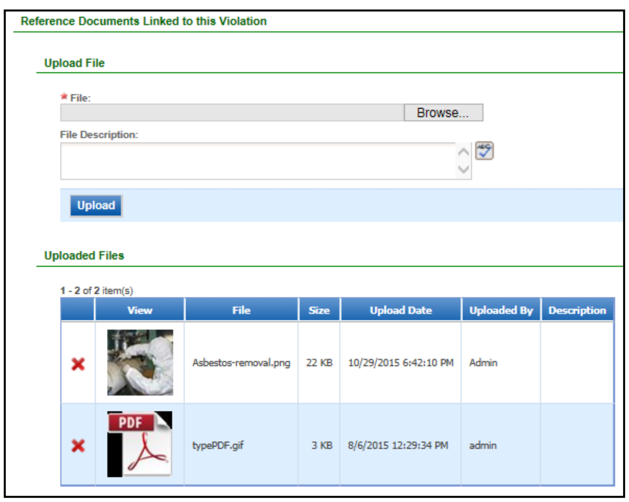
1 - 2 of 2 item(s)

		Inspection Info.	Inspector Info.	Owner/Contact Info.	App Info.	Review Comments
		302 - Scrap Tire - Compliance - Scrap Tire Processor Inspection Status: In Compliance Permit#:	A dmin Proper Order: - Inspection Date: 01/01/2016	test test , test , AK 10000 Block/Lot:	-	
		57 - Scrap Tire - Waste Reduction - Scrap Tire Site Abatement Status: Scheduled Permit#:	Proper Order: - Inspection Date: 07/31/2015	Crown Lake Dr , Dalton , GA 30721 Block/Lot:	-	

Associate Inspections

10.1.2.3 Reference Documents for Violation

The user can also upload necessary supporting documents to complete information related to this violation record.


Reference Documents Linked to this Violation

Upload File

* File:

Browse...

File Description:

Upload

Uploaded Files

1 - 2 of 2 item(s)

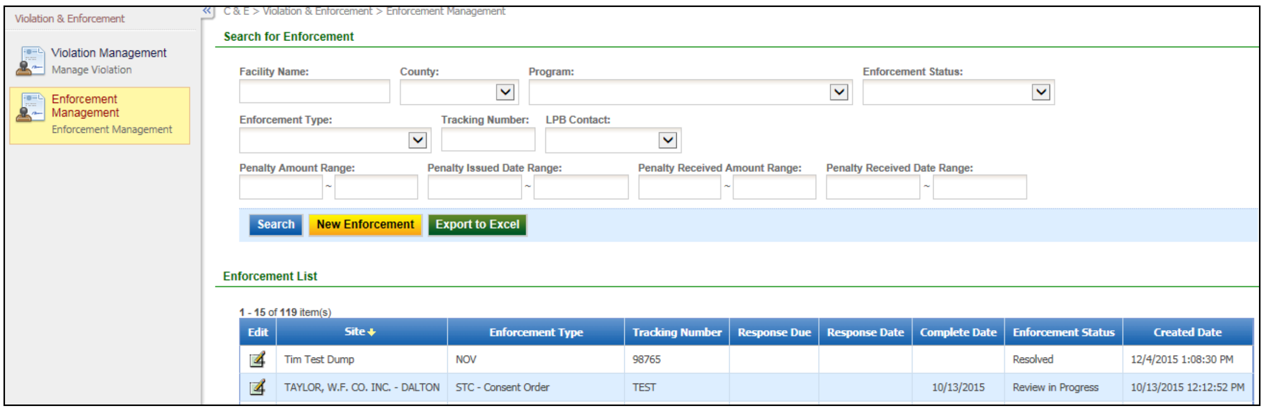
	View	File	Size	Upload Date	Uploaded By	Description
		Asbestos-removal.png	22 KB	10/29/2015 6:42:10 PM	Admin	
		typePDF.gif	3 KB	8/6/2015 12:29:34 PM	admin	

10.2 Enforcement

After the violation is created, the user needs to create relevant enforcement to actually connect with the site, needs to either issue an enforcement document, or push penalty fee to the site.

Enforcement list can be filtered by:

- Site/Property Name
- County
- Environmental Interest
- Enforcement Status
- Enforcement Type
- Tracking Number
- LPB Contact
- Penalty Amount Range
- Penalty Issued Date Range
- Penalty Received Amount Range
- Penalty Received Date Rang



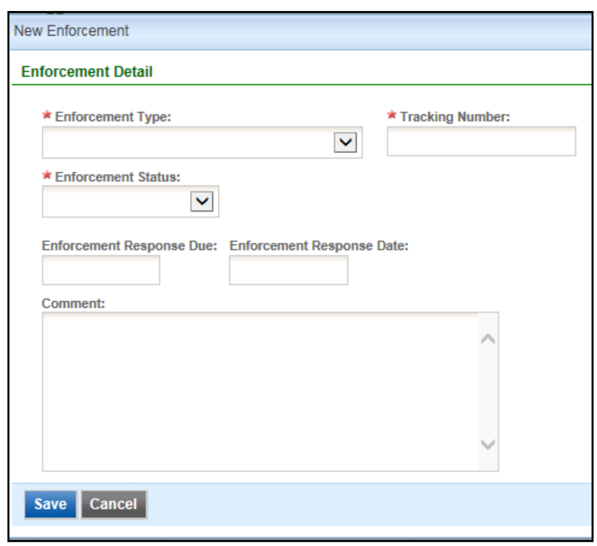
Enforcement Module Screen

10.2.1 Create a new Enforcement

Using the ‘New Enforcement’ button, the user can create a new enforcement record. The first step will also be associating it with the site. However, if the user creates this enforcement under site/property, the system will default to creating enforcement for selected site.

Data fields with a red * are a required field:

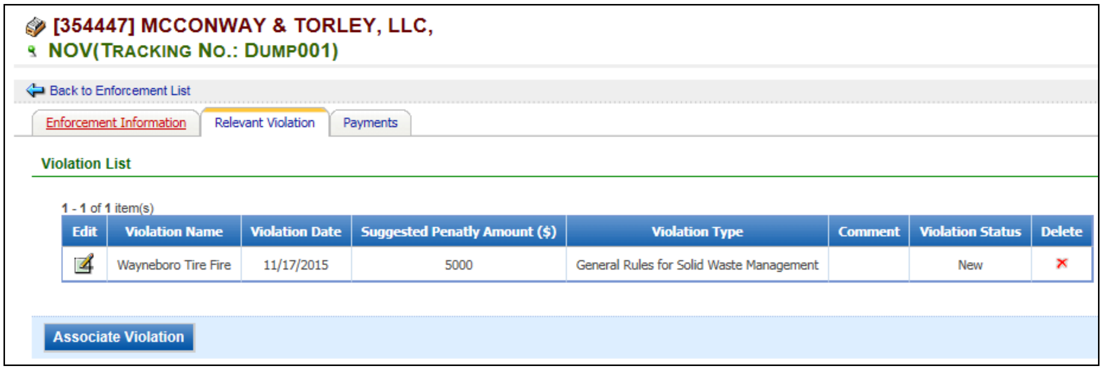
- **Enforcement type:** Enforcement type includes NOV, CO, AO etc.
- **Tracking number**: This is of great importance if penalty fee are required for this enforcement. When fee and payment information to FIMS, FIS system will need tracking number to match payment with charge.
- **Enforcement status**: there are four statuses for enforcement. The user should change this to the correct status for better enforcement tracking. For more information about enforcement status, please refer to 12.6 Enforcement Status



10.2.2 Associate with Violation

It is very important to associate a violation record with the enforcement. Only after association will data stored in violation record be transferable to enforcement. Data from the associated violation, associated inspection, and associated submittal form may be required in order for the system to populate the data correctly for preparing a penalty amount and generating enforcement documents.

By clicking the 'Associate Violation' button, the system will populate the list of all violations under the site. The user can associate multiple violation records to enforcement. The user can also associate multiple enforcements to one violation record.



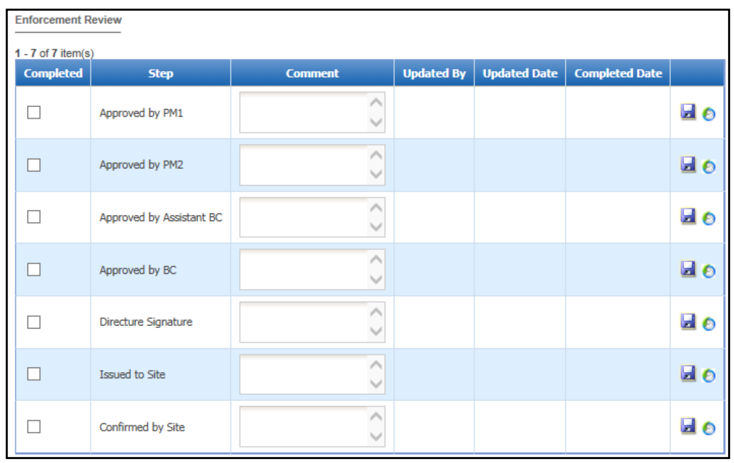
Edit	Violation Name	Violation Date	Suggested Penalty Amount ($)	Violation Type	Comment	Violation Status	Delete
	Wayneboro Tire Fire	11/17/2015	5000	General Rules for Solid Waste Management		New	

Relevant Violation List

10.2.3 Enforcement Review Sheet

Enforcements need certain review steps before a fee or issuance can be sent to sites/properties.

As shown on the sheet, when PM1 logs in, they can check the checkbox in the completed column and log down their comments in the comments column, afterwards, click to save. The system will not only record the complete status and comments, but also the user information of 'who complete the review' and 'Complete Date.' The user's name and update date will be shown in the grid view.

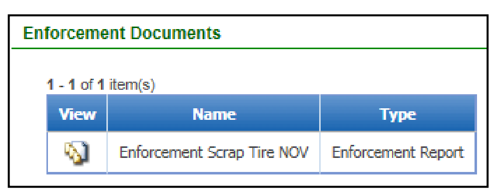


Completed	Step	Comment	Updated By	Updated Date	Completed Date	
	Approved by PM1					
	Approved by PM2					
	Approved by Assistant BC					
	Approved by BC					
	Directure Signature					
	Issued to Site					
	Confirmed by Site					

If the enforcement has been created but not yet reviewed by any one on this list, PM1 will receive an enforcement task to be done on the dashboard. If PM1 finished the review and checked the complete box, PM2 will receive the notification on dashboard for enforcement review. The rest will be done in the same manner.

10.2.4 Enforcement Issuance

When generating enforcement documents like NOV, CO… Information on the document may come from violation record/inspection form/submittal form. Only when associated with violation and the violation is associated with the submittal can the system-generated documents populate the correct data.

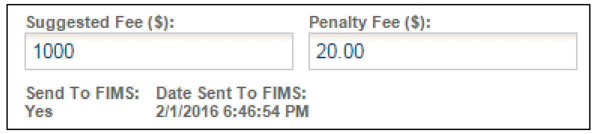


View	Name	Type
	Enforcement Scrap Tire NOV	Enforcement Report

The user can view the system-generated enforcement document by clicking the icon.

10.2.5 Enforcement Fee

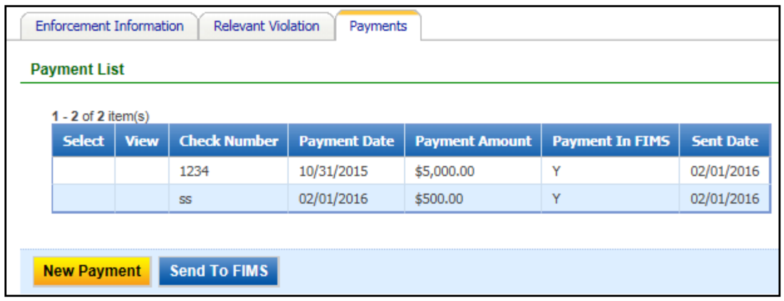
The Suggested Fee field on enforcement page will calculate the sum of suggested penalty of all violations associated. However, this is just a suggestion of the LEMIR system. The actual amount requires the LEMIR user to manually type the amount into 'penalty amount' field.



10.2.6 Enforcement Payment

Currently, the site directly mails their payment check to LPB office, thus the LEMIR system allows the user to log their payments. The user can go under 'Payments' tab, and the system will ask for 'Check No', 'Check Amount' and 'Check Date.'

After above steps, the user need to send this payment to FIMS, where the agency can manage the total balance of each account. Reports are available in FIMS to summarize finance related information.

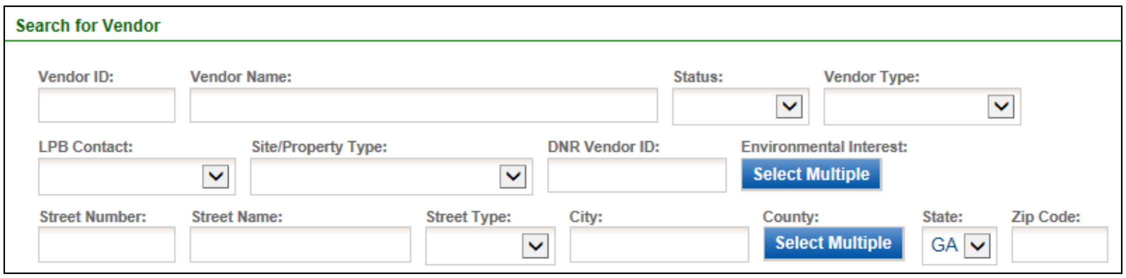


11 Fee and Fund Management

Fee & Fund Module is specifically designed for LEP's fee & fund unit to manage the income and expenditure of different funds.

11.1 Vendor Management

The very first step for fee & fund management is to manage vendor. In LEMIR, the concept of vendor is very similar to site. Each vendor will have a left panel that can navigate the user to any module that has records related to this vendor.



Vendor management Search Panel

11.1.1 Create new Vendor

Mostly the user does not have to create a new vendor, they can simply search in LEMIR's site/property database and set them as vendor.

Select	Set to Vendor	Vendor ID	Vendor Name	Site/Property Type	Vendor Location	Status	Updated Date	Updated By
☐	Set to Vendor	765401	AAG	Regulated Entity	000001 000001 Street, test, GA 12111	Active	1/26/2016 1:38:10 PM	EPDMIG

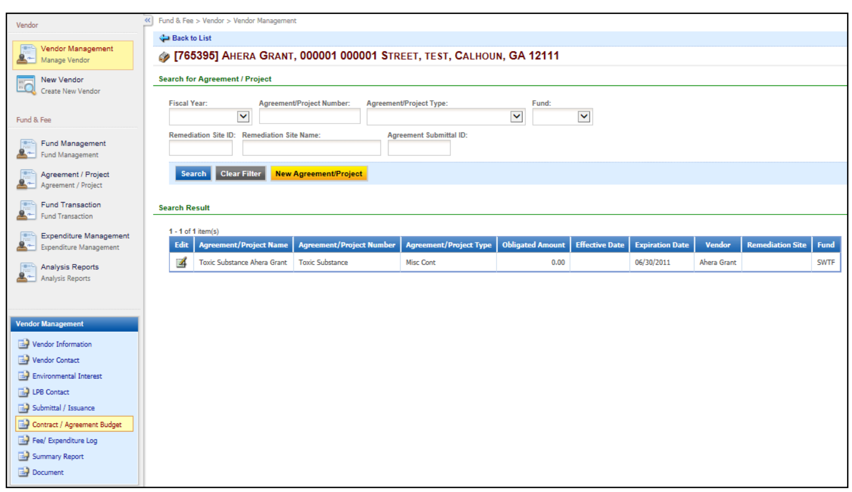
Set Site as Vendor form Vendor List

After clicking the 'set to vendor' button, the system can navigate the user into this vendor's information page, where the user can add/edit this vendor's information. If the user does want to create a new vendor, they have to go to site/property module and create a new site first. For questions on how to create new site, please refer to 5.2 Create New Site/Property.

11.1.2 Vendor Detail Information

By clicking 'view/edit' button, the user can view and edit all information related to the select vendor. The left panel has the following elements:

- Vendor Information
- Vendor Contact
- Environmental Interest
- LPB Contact
- Submittal/Issuance
- Contract/Agreement Budget
- Fee/Expenditure Log
- Summary Report
- Document

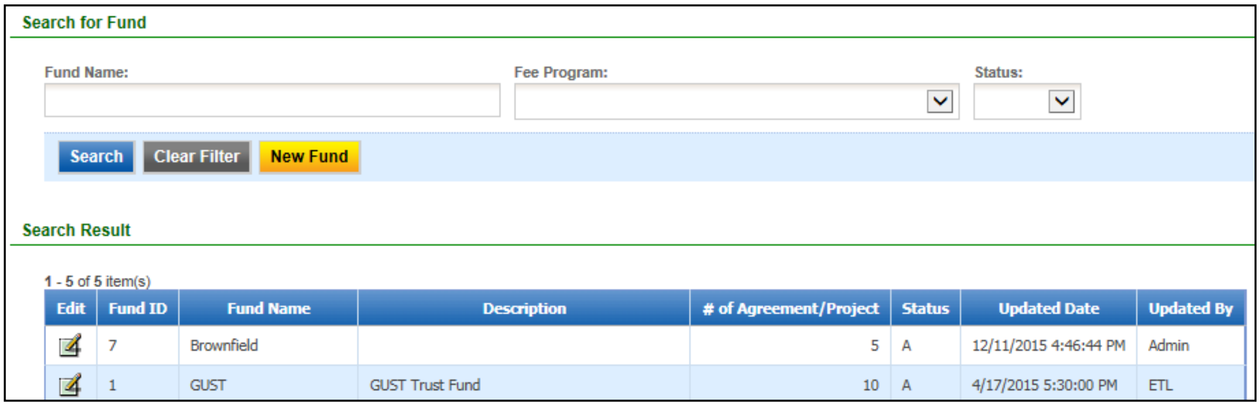


Vendor Information Screen

For each tab on the left panel, it will be the same screen as site/property management. Please refer to 5.3 Site/Property Left Panel for left tab function.

11.2 Fund management

The Fund Management page is accessible by Fund & Fee from navigation bar → Fund management from the drop down. The user can search fund by: Fund name, Fee Program, and Fund status.

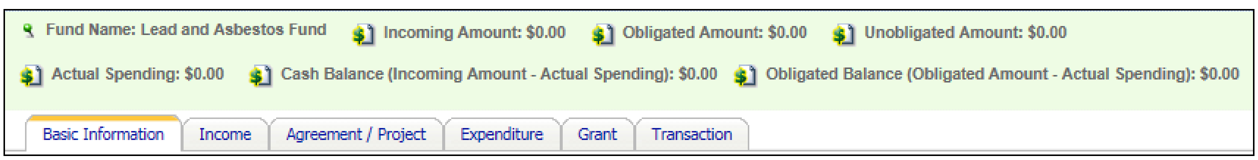


Edit	Fund ID	Fund Name	Description	# of Agreement/Project	Status	Updated Date	Updated By
	7	Brownfield		5	A	12/11/2015 4:46:44 PM	Admin
	1	GUST	GUST Trust Fund	10	A	4/17/2015 5:30:00 PM	ETL

Fund Search and Fund List

The user can create a new fund by selecting the 'New Fund' Button. To set up a fund, the user needs to at least enter information about: Fund Basic Information, Fee Program, and Fund Account.

The user can view/edit fund's information by clicking the icon.



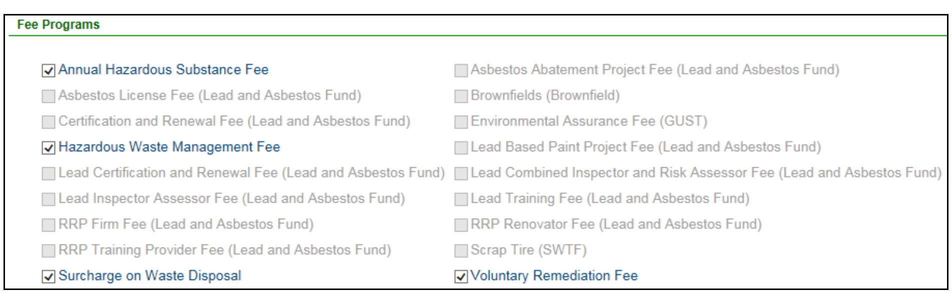
Fund Module Header

11.2.1 Fund Basic Information

Under the Basic information tab, there are three sections: The first part, fund Information, is very simple. It only includes fund name, status, and a description. The following section of fee Program and Fund Account will be introduced below.

11.2.1.1 Fee Program

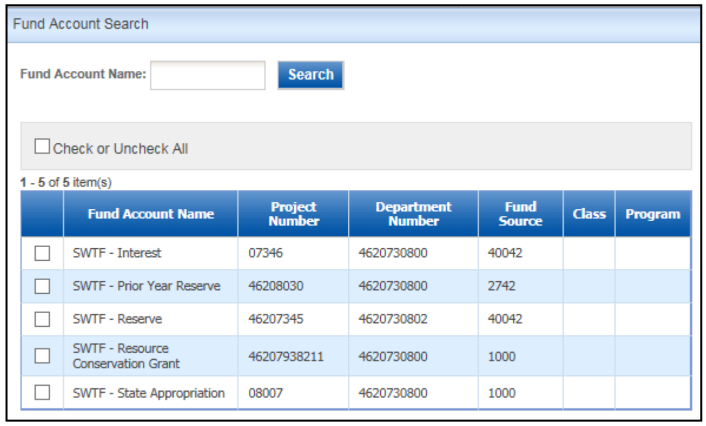
By select fee program, if LEMIR has received any payment that has been tied with this fee program, those payments will be automatically brought into this fund as an income. Under the Fee Program section, LEMIR lists out all fee programs that the system has. One fee program can only be tied with one fund. For those fee programs that have already tied with other funds, it will appear grey in this section.



Fee Program List

11.2.1.2 Fund Account

Fund Account is the account that LPB has with the bank. One fund can be tied with multiple accounts, which means the fund is funded by these accounts.



	Fund Account Name	Project Number	Department Number	Fund Source	Class	Program
☐	SWTF - Interest	07346	4620730800	40042		
☐	SWTF - Prior Year Reserve	46208030	4620730800	2742		
☐	SWTF - Reserve	46207345	4620730802	40042		
☐	SWTF - Resource Conservation Grant	46207938211	4620730800	1000		
☐	SWTF - State Appropriation	08007	4620730800	1000		

The user can search all accounts in LEMIR and associate the fund with fund account.

Fund account includes data elements of:

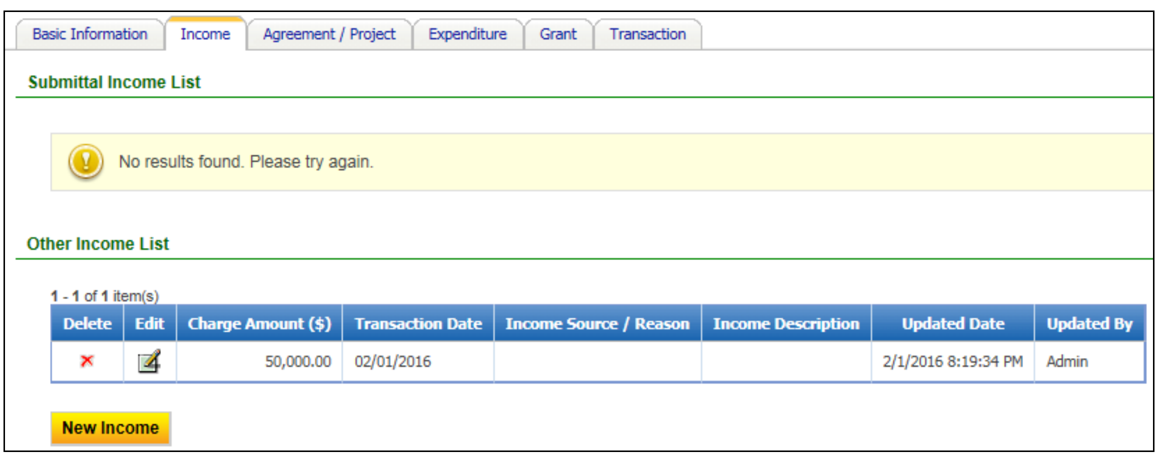
- Fund Account Name
- Project Number
- Department Number
- Fund Source
- Class
- Program

However, all this data is reference data in the database. It cannot be modified from Fee & Fund Module in LEMIR. Only the system admin can modify it from utility module and update the reference data.

11.2.2 Fund Income

Fund income can be managed under the income tab. The tab includes 2 sections:

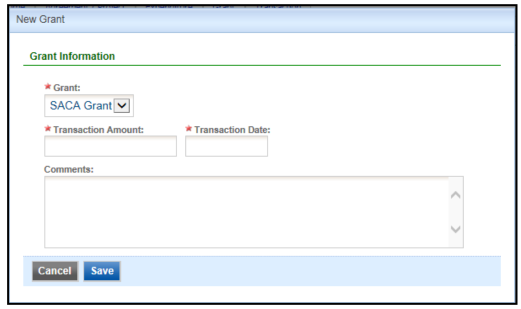
- **Submittal Income list:** This list is determined by fee programs that the fund is associated with. All submittal fee payments that belong to that fee payment will be listed here as this fund's income. For example, if Lead and Asbestos Fund has been tied with fee program, Asbestos License Fee, then all payments for Asbestos License Fee will be automatically brought to Lead and Asbestos Fund, and the submittal that has the payment will be listed here.
- **Other Income list:** This is designed to allow LEMIR user to manually add income records. When clicking on 'New Income', the user needs to fill in' Income Amount', 'Fee program', and 'Transaction Date.' The user can also add Income source/reason as well as income description to this section.



Delete	Edit	Charge Amount ($)	Transaction Date	Income Source / Reason	Income Description	Updated Date	Updated By
✕		50,000.00	02/01/2016			2/1/2016 8:19:34 PM	Admin

Fund Income Tab

11.2.3 Fund Grant



The user can associate a grant to the fund by 'Associate Grant' button under 'Grant' tab. The user can select 'Grant' from the drop down box and type in 'Transaction Amount', 'Transaction Date' and 'Comments.'

The transaction amount that the user typed in will be brought to the fund as income. Income will be added to the summary (Green box on the header.)

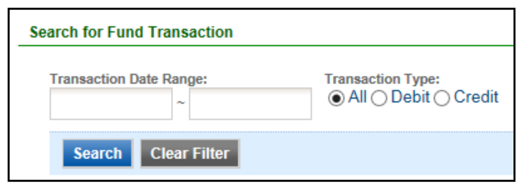
11.2.4 Fund Agreement / Project

Under Agreement/Project Tab, the system will show a list of all Agreements/projects that use this fund. The user can directly be navigated to Agreement/Project management page from this list. For detailed Agreement/Project management instructions, please refer to 11.3 Agreement/Project Management

11.2.5 Fund Expenditure

Under Expenditure Tab, the system will show a list of all agreements/projects that use this fund. The user can be directly navigated to the Agreement/Project management page from this list.

11.2.6 Search Fund Transaction



The user can see all transactions of this fund from the transaction tab under the selected fund. Transactions can be filtered by:

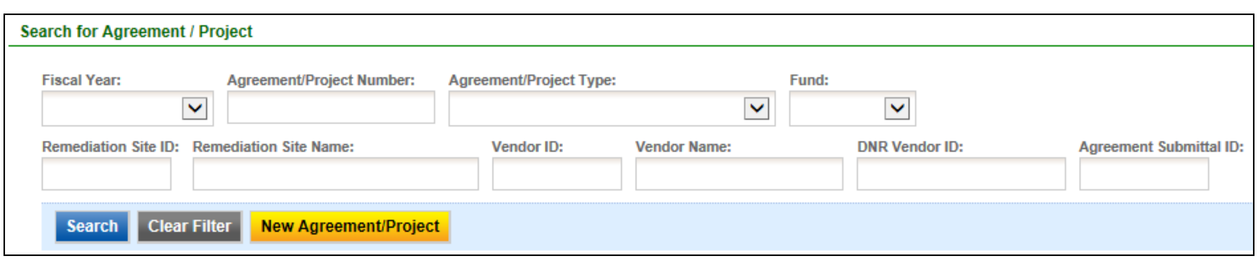
- Transaction date range
- Transaction type

The user can also find transitions for all funds from the navigation panel on the left. By clicking into 'Fund Transaction' page, the user can also filter all transactions by fund.

11.3 Agreement/Project Management

Under Agreement /Project module, the system provides a lot of search parameters that the user can use to find necessary projects. Filters include:

- Fiscal Year
- Agreement/Project Number
- Agreement/Project Type
- Remediation Site ID
- Remediation Site Name
- Vendor ID
- Vendor Name
- Fund
- Agreement Submittal ID
- DNR Vendor ID



Agreement/Project Search Panel

11.3.1 Create new Agreement/Project

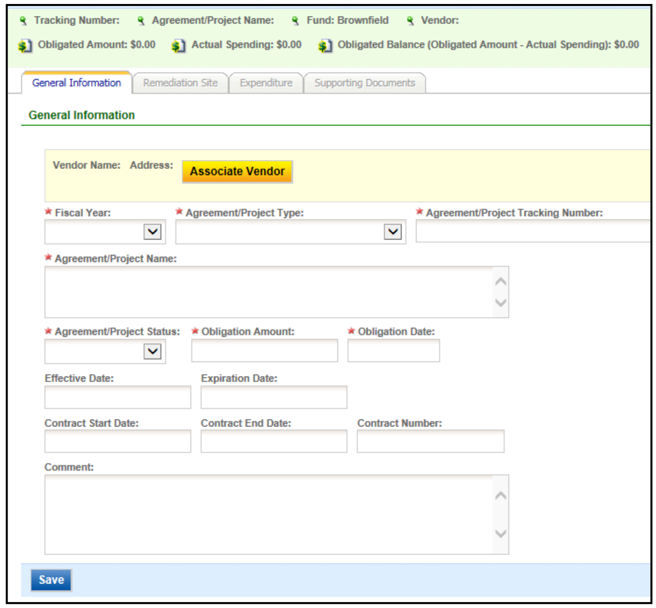
After clicking ‘New Agreement/Project’, the system will first ask the user to select a fund and then the page will jump to detailed project information page in order for the user to set up information related to this project.

11.3.1.1 Set up General Information

Before this project record is successfully created in the system, the user needs to:

- Associate project with a vendor
- Select fiscal Year and Agreement/Project Type
- Agreement/project Tracking number will be defaulted to ‘Fiscal Year-Project Type Code-System Sequence Number’ if the user don’t have a customized number
- Type in Agreement Project Name
- Set up Project Status
- Enter Obligation Amount and Obligation Date
- Enter other optional data fields

After filling in those required fields, the user can save the project and continue to complete more relevant information.



11.3.1.2 Associate with Agreement Submittal

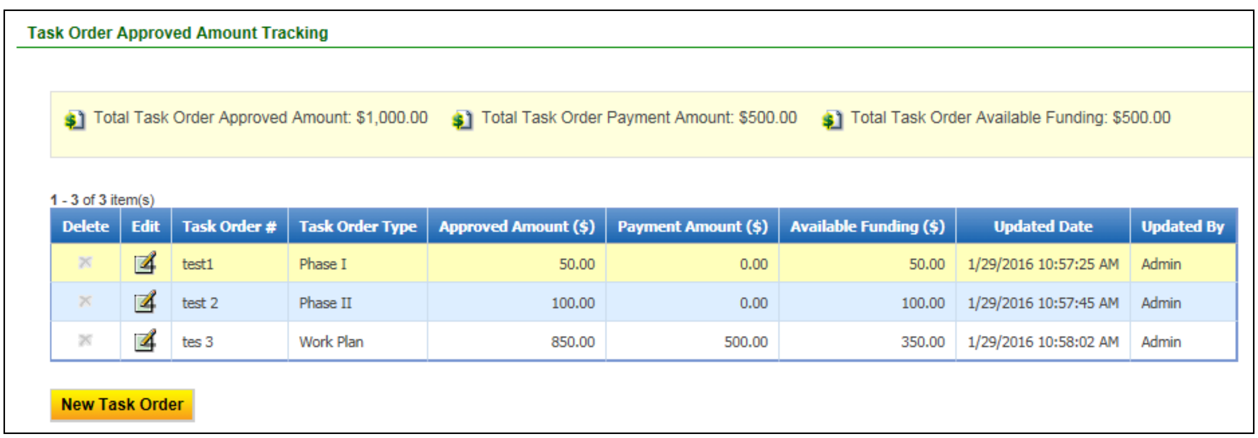
If the vendor submitted application for reimbursement through GEOS public portal, the LEMIR user can associate the submittal with this project/agreement to bring data and issuance from the submittal to this project.

Using the button **Associate Issued Agreement/Project** , LEMIR can find the contract by either Submission ID or Permit Number.

11.3.1.3 Set up Task Order

The user can set up task orders under the project by clicking the ‘New Task Order’ Button.

Set up Task Order



Task Order Approved Amount Tracking

Total Task Order Approved Amount: $1,000.00 Total Task Order Payment Amount: $500.00 Total Task Order Available Funding: $500.00

1 - 3 of 3 item(s)

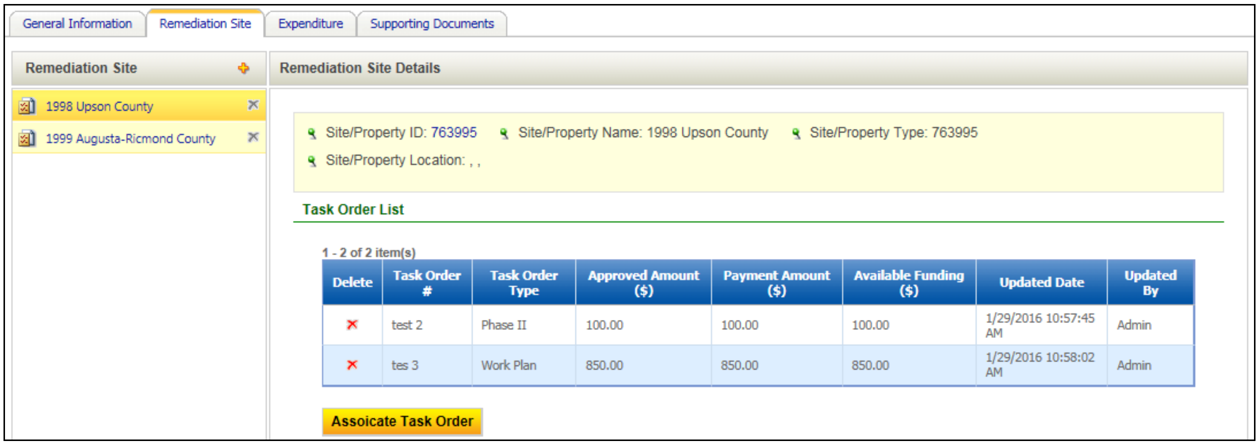
Delete	Edit	Task Order #	Task Order Type	Approved Amount ($)	Payment Amount ($)	Available Funding ($)	Updated Date	Updated By
		test1	Phase I	50.00	0.00	50.00	1/29/2016 10:57:25 AM	Admin
		test 2	Phase II	100.00	0.00	100.00	1/29/2016 10:57:45 AM	Admin
		tes 3	Work Plan	850.00	500.00	350.00	1/29/2016 10:58:02 AM	Admin

New Task Order

11.3.2 Remediation Site Management

The user can associate multiple remediation sites to the project under the ‘Remediation Site’ tab.

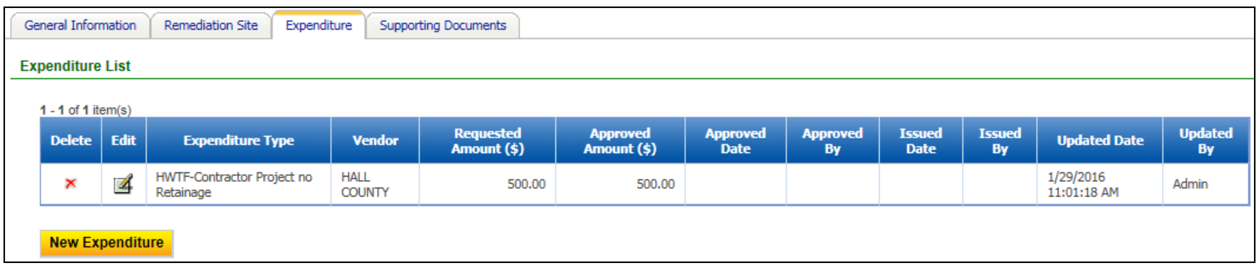
Manage Remediation Site



Delete	Task Order #	Task Order Type	Approved Amount ($)	Payment Amount ($)	Available Funding ($)	Updated Date	Updated By
✕	test 2	Phase II	100.00	100.00	100.00	1/29/2016 10:57:45 AM	Admin
✕	tes 3	Work Plan	850.00	850.00	850.00	1/29/2016 10:58:02 AM	Admin

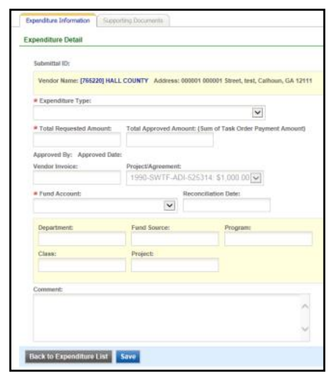
11.3.3 Expenditure Management

The user can manage all expenditures for this project under the 'Expenditure' tab.



Delete	Edit	Expenditure Type	Vendor	Requested Amount ($)	Approved Amount ($)	Approved Date	Approved By	Issued Date	Issued By	Updated Date	Updated By
✕		HWTF-Contractor Project no Retainage	HALL COUNTY	500.00	500.00					1/29/2016 11:01:18 AM	Admin

11.3.3.1 New Expenditure

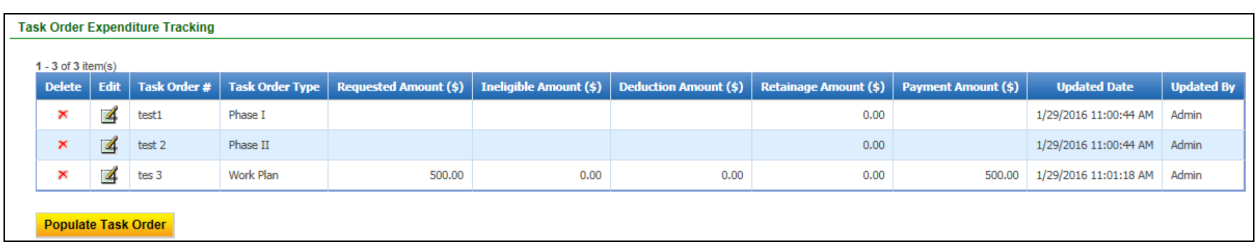


When creating an expenditure record under a project, the user does not have to associate the vendor and project. The system will bring vendor/project information to this new expenditure page.

The user needs to fill out 'Expenditure Type', 'Total Requested Amount', and 'Fund Account' to be able to save the expenditure record.

11.3.3.2 Allocate Task Oder Amount

The user can allocate money to fund the expenditure, from multiple task orders. Using the button 'Populate Task Order', LEMIR will automatically copy the task order list from associated project to this expenditure.

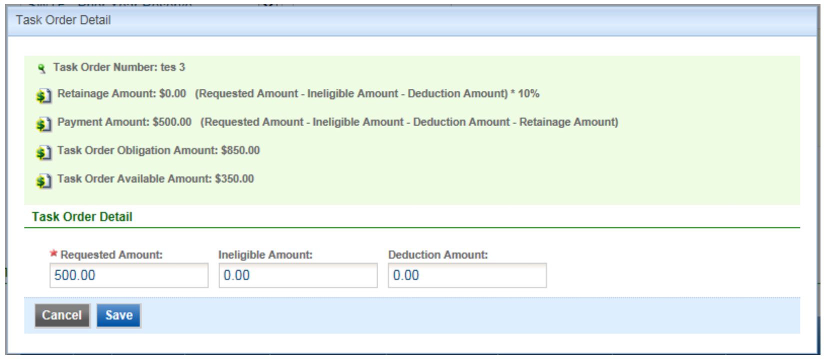


Delete	Edit	Task Order #	Task Order Type	Requested Amount ($)	Ineligible Amount ($)	Deduction Amount ($)	Retainage Amount ($)	Payment Amount ($)	Updated Date	Updated By
✕		test1	Phase I				0.00		1/29/2016 11:00:44 AM	Admin
✕		test 2	Phase II				0.00		1/29/2016 11:00:44 AM	Admin
✕		tes 3	Work Plan	500.00	0.00	0.00	0.00	500.00	1/29/2016 11:01:18 AM	Admin

System-Populated Task Order List 1

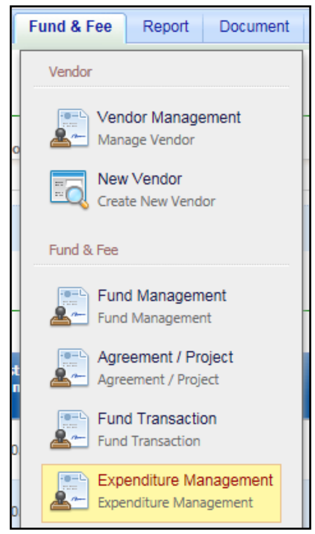
To allocate amount, click button for the task order to be used. LEMIR will give a pop up window asking for the amount of money to be approved.

The user needs to type in ‘Requested Amount’, ‘Ineligible Amount’ and ‘Deduction Amount.’ LEMIR will automatically calculate the actual payment amount for each task order. ‘Retainage Amount’ will be calculated for certain types of expenditure.



After allocating all requested amounts to task orders and saving the expenditure, the system will display the calculated total approved amount on the expenditure detail page. If this amount is not equal to the total requested amount, the system will display a warning massage at the top.

11.3.4 Manage Expenditure under Expenditure Management



The user can also manage all expenditures under the ‘Expenditure Management’ option from the Fund & Fee drop down.

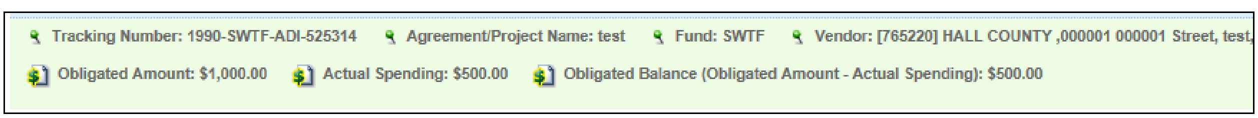
In expenditure management page, the user can search expenditure by:

- Fund
- Agreement/Project Number
- Vendor ID
- Vendor Name
- DNR Vendor ID
- Submittal ID (Expenditure Request submission ID)

The expenditure detail page will be the same as the expenditure page as entered from project. If creating new expenditure form this page, the user has to associate with vendor and fund before continuing with the other expenditure information.

11.3.5 Project Summary

The green area at the top of project page is the summery of each project.



Project Summary

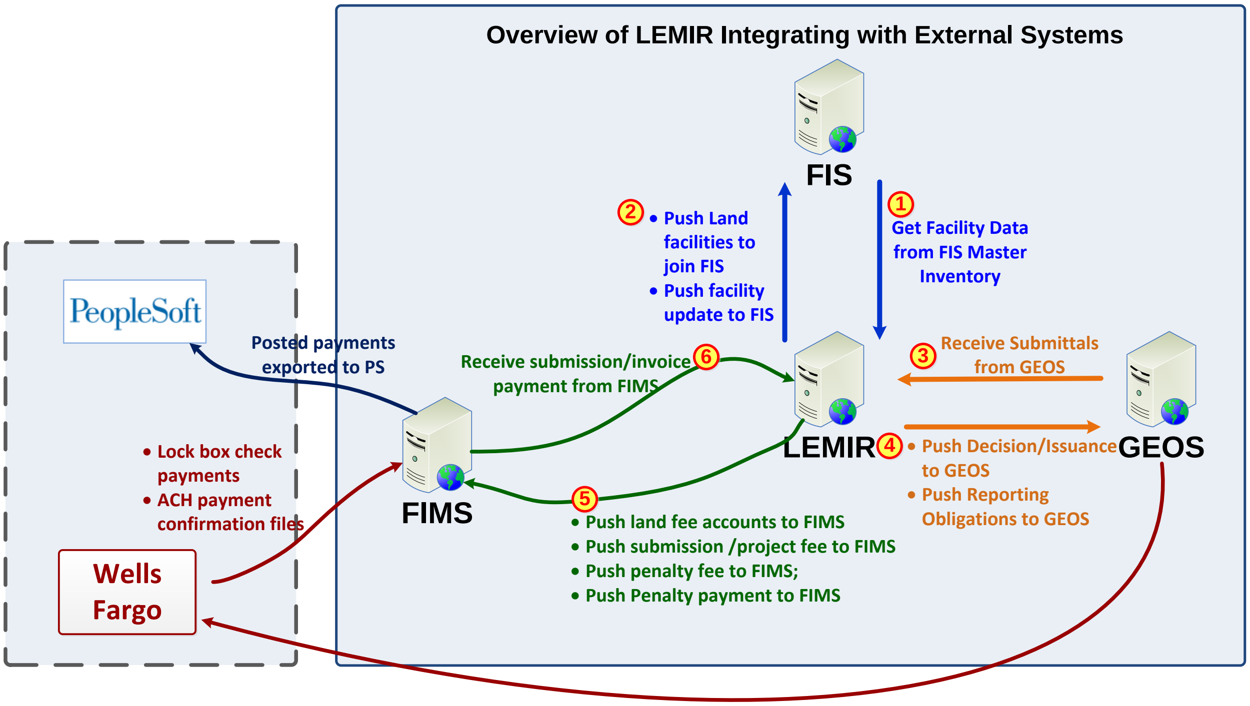
- **Obligated Amount** indicates the projects total obligation amount, which should be the total of all task order’s approved amount.
- **Actual Spending** indicates total approved amount of all expenditures associated with this project.t
- **Obligation balance is** Obligation Amount – Actual spending.

11.3.6 Supporting Documents

The user can always attach documents that relate to this project under the supporting documents tab. The supporting documents tab under the project will list all of the files uploaded for the project.

12 Overview of LEMIR Integrating with Other Systems

LEMIR system is integrated with three (3) other systems operating together to support all business process implemented. It is important to understand the data flow between different systems.



ID	Direction	Integration Flow Description
1	FIS-to-LEMIR	When creating a new facility in LEMIR, LEMIR user is able to search and get FIS Facility data from FIS Master Facility inventory. Details in Section 5.1.
2	LEMIR-to-FIS	When creating a new facility that doesn't existed in FIS, FIS user can set this new facility as a new master facility, which can be shared by other branch or join a master facility to consolidate in FIS.
3	GEOS-to-LEMIR	When GEOS user makes a new application/notification/submission, data will be sent to LEMIR for LPB to review.
4	LEMIR-to-GEOS	During the review process, decisions made in LEMIR can be sent to GEOS. GEOS user can track the status of their submission. LEMIR user can also generate obligation report and send to GEOS for public user to prepare.
5	LEMIR-to-FIMS	Fee amount can be determined in LEMIR then send to FIMS. Charges include submission fee, project fee, and violation penalty fee.
6	FIMS-to-LEMIR	Information of payments are logged in FIMS, FIMS can match payments with charge, and send back payment data to LEMIR. In this way, LEMIR user will have a better view of whether the fee has been paid.

13 Appendix

13.1 Submittal Status Descriptions

LEMIR Application Status	Application Status Description
Partial Submittal	Submittal is deemed partially complete
Complete Submittal	Submittal is deemed complete
Admin Review Completed	After reviewing the completeness of a submission and clicking the admin review complete button.
Technical Review Completed	Technical Review Completed
Approved	Approved
Permit Issued	Permit Issued
Amendment	Submittal is sent back due to incompleteness or other reasons
Withdrawn	Withdrawn Application
Denied	Denied submittal
Revision	Revised submittal
Revision Archive	Archive version of a Revised Submittal

13.2 Permit Status Descriptions

LEMIR 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.

13.3 Application Type list

EI Code	Application Type
BFP	Brownfield Application (PPCAP or PPCSR)
BFP	Brownfield Cost Certification
ASB	Asbestos Contractor License Renewal Application
ASB	Asbestos Project Notification Demolition
ASB	Application for asbestos contractor company name or address change
ASB	Asbestos Contractor Agent Replacement Application
ASB	Application for asbestos contractor license
ASB	Completion Notification for the Removal and Encapsulation of Asbestos
ASB	Blanket Notification Application

ASB	Asbestos Project Notification Courtesy
ASB	Asbestos Project Notification Abatement
ASB	Asbestos Project Notification Live Fire Training
LEAD	Application for Lead Abatement Project Notice to Proceed
LEAD	Application for Lead Services Firm Certification
LEAD	Application for Lead-Based Paint Discipline Certification
LEAD	Application for Lead-Based Paint Discipline Certification(Spanish worker)
LEAD	Lead Discipline Training Provider
LEAD	Pre-Post Training Notification
LEAD	Completion of Notification For Abatement Lead-Based Paint
RRP	Application for Renovation Firm Certification
RRP	Application for Renovator Certification
RRP	RRP Training Provider Application
RRP	Dust Sampling Technician Application for Certification
ST-CR	Tire Carrier Permit
ST-CR	Tire Carrier Quarterly Report
STGN	Retail Tire Dealer / Scrap Tire Generator ID Number Application
STGN	Tire Fee Report
STP	Scrap Tire Processor Quarterly Report
STP	Scrap Tire Processor Permit Application
STP	Scrap Tire Processor Pre-Application
STR	Tire Re-treader Registration
STS	Scrap Tire Sorter Permit
STS	Scrap Tire Sorter Quarterly Report
SWTF	Local Government Scrap Tire Abatement Reimbursement Report
SWTF	Local Government Scrap Tire Abatement Reimbursement Application
GUST	GUST Trust Fund - Request for Reimbursement
GUST	GUST Trust Fund - Application
HWTF	Hazardous Waste Trust Fund - Request for Reimbursement
HWTF	Hazardous Waste Trust Fund - Request for Advance

13.4 Issuance Number and Expiration Date Logic

Permit Type	Suggested Expiration Date	Permit Number
Scrap Tire Generator ID Letter	None	If "Used Tire Dealer" : County Code – XXXX – UTD If "Sales Only Distributor" : County Code – XXXX – SO If else: County Code – XXXX – GN

Tire Carrier Permit	None	County Code – XXXX - STC
Scrap Tire Processing Permit	None	County Code – XXXX - STP
Scrap Tire Sorter Permit	None	County Code – XXXX - STS
Scrap Tire Re-treader Registration	None	County Code – XXXX - STR
Lead RRP Person Certificate	Initial: 36 months + the last date of required training Renewal: 36 months from the expiration date of the last certificate -OR- 36 months from the last date of required training, whichever is earlier	GA-EPD-RRP-XXXX-XXXX First four (X) are associated to the individual Last four (X) are sequential and based on the generated permits
Lead RRP Provisional Certification	12 months + expiration date of last certificate not to exceed 48 months from last date of training	
Lead RRP Lead Firm Certificate	1 Year: 12 months + current date 3 Year: 36 months + current date	GA-EPD-RRP-FRIM-XXXX
Lead-Based Paint Certificate Firm License	Initial: 1 Year: 12 months + date of issuance (the date EPD issues the certificate - we may receive app on 6/5/15 but we don't process until 6/13/15 so the check can clear the lockbox, so the issue date is 6/13/15) Renewal: **1 Year:** If app rec'd before expiration date of last certificate, then renewal exp date is 12 months + last exp date (so they aren't penalized for applying early). If app rec'd after the expiration date of last certificate, then logic reverts back to initial app logic (12 months + date of issuance). **3 Year:** If app rec'd before expiration date of last certificate, then renewal exp date is 12 months + last exp date (so they aren't penalized for applying early). If app rec'd after the expiration date of last certificate, then logic reverts back to initial app logic (12 months + date of issuance).	12 OriginalIssueMonth&Year XXXX First number will always be '12' to signify Lead Example: 12 0116 1234
Certification to Conduct Georgia Regulated Lead-Based Paint Activities	**Initial:** 12 months + date of Issuance -OR- 2 years from last date of required training (Whichever Expiration Date is Earliest) **Renewal:** 12 months + expiration date of last certification -OR- 2 years from last date of required training (Whichever Expiration Date is Earliest)	Discipline Code Discipline Title Issuance Month & Year XXXX Example: 30 WRK 0116 1234 --30 WKR = LeadWorker --40 SUP = Supervisor --50 CMB = CombinedInspectorRisk Assessor --60 INSO = Inspector --70 RAO = RiskAssessor --80 PD = ProjectDesigner

Lead Discipline Provisional Certification	12 months + expiration date of last certificate not to exceed 36 months from last date of training	
Dust Sampling Technician Certificate	**Initial:** One year certification = 12 months + last date of training Two year certification = 24 months + last date of training **Renewal:** One year certification = 12 months + expiration date of last certification or last date of training, whichever is earlier Two year certification = 24 months + expiration date of last certification or last date of training, whichever is earlier	None

13.5 Task Template List

Template Name	Env. Interest	Tasks
Issue Limitation of Liability	Brownfield Program	Resource Assignment Application Review – PO Review Risk Reduction Standards – Risk Assessment Unit Property inspection Incorporate Risk Assessment Unit's Comments Prepare Approval of Plan Letter for Director's Signature Issue Approval of Plan Letter to Prospective Purchaser Prepare LOL for Director's Signature Verify & approve system-calculated Brownfield project charges to Prospective Purchaser Invoice Prospective Purchaser if Necessary Pay Brownfields Fee Monitor and Receive Payment Confirmation Issue LOL to Prospective Purchaser Verify Public Listing
Investigate Tips and Complaints	Lead-based Paint	Verify Lead and Asbestos Complaint Assign Compliance Officer based on Geo-Location Conduct Inspection and Determine if Violations are present Review Inspection Report and potential violations. Determine Enforcement Issue necessary enforcement and await site response Follow Up inspection Close Case or Escalate
Conduct compliance inspection for AHERA	Lead-based Paint	Determine location for routine AHERA inspection Conduct AHERA Inspection Forward Inspection Results to EPA
RRP Contractor Record keeping Review	Lead-based Paint	Conduct Recordkeeping Audit of RRP Contractor Files ES4 Review and Discuss Violations with Compliance Officer
Tire Complaint Inspection	Scrap Tire Complaint	Conduct Complaint Inspection Resolve Complaint PM1 Complaint Resolution Review
Generator Inspection Report	Scrap Tire Generator	Conduct Processor Inspection
New Tire Fee Quarterly Report	Scrap Tire Generator	Generate New Tire Fee Quarterly Report

Generator Inspection Report	Scrap Tire Generator	Conduct Processor Inspection
Scrap Tire Processor Inspection	Scrap Tire Processor	Conduct Processor Inspection Draft Inspection Result PM1 Processor Inspection Result Review Issue Inspection Result
Scrap Tire Processor Quarterly Report	Scrap Tire Processor	Generate Scrap Tire Processor Quarterly Report
Scrap Tire Sorter Inspection	Scrap Tire Sorter	Conduct Sorter Inspection Draft Inspection Result PM1 Sorter Inspection Result Review Issue Inspection Result
Scrap Tire Sorter Quarterly Report	Scrap Tire Sorter	Generate Scrap Tire Sorter Quarterly Report
Scrap Tire Carrier Quarterly Report	Tire Carrier	Generate Scrap Tire Carrier Quarterly Report
Tire Dump Cleanup - Without Responsible Party	Tire Dump	Receive Recommended Site for Cleanup Review Bid Proposals and Make recommendation Review and accept/reject recommendation Prepare Draft cover letter to be signed by Director to accompany contract PM2 Cleanup Recommendation Review and initial Assistant Branch Chief review and initial Branch Chief review and initial Director review and sign cover letter Mail Contract Sign contract and return to LPB Route to Director to sign contract Executed contracted mailed to site Conduct Inspection/Final Inspection
Recommend Tire Dump Cleanup	Tire Dump	STCU PM1 review and approve recommendation SWMP PM2 review and approve recommendation WRU PM1 review and Generate Abatement Project for WRU Staff
Tire Dump Cleanup Contractor Payment Approval	Tire Dump	Review and Approve Invoice for Payment PM1 - Approves Payment to contractor PM2 - Approves Payment to contractor Assistant Branch Chief - Approves Payment to Contractor Branch Chief - Approves Payment to Contractor Close out tire dump cleanup
Routine Lead Inspection	Tire Dump	Conduct Routine Lead Inspection Review Trip Report and Determine Violations Exist ES4 Review Trip Report

13.6 Enforcement Status

Status Name	Description
Review in Progress	Enforcement has been created and waiting for appropriate officer to review
Issued to Site	Enforcement documents or the penalty fee have been sent to the site, the site has been notified
Cancelled	Enforcement has been cancelled
Resolved	Penalty fee has been paid, or corrective action has been taken