



# **GEOS USER GUIDE**

## **FOR THE REGULATED COMMUNITY**

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**Issued By:**

**Georgia Department of Natural Resources  
Environmental Protection Division (EPD)**

**Prepared By: enfoTech & Consulting, Inc.**

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## 1 Overview of GEOS

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

### (A) For the Regulated Community:

GEOS will serve as a central platform for the facility to manage permit applications, permits, reporting requirements, and compliance reports. The GEOS system offers online options for a wide spectrum of submittals, including:

- Environmental Permitting
  - Apply new permits
  - Amend permits
  - Renew permits
- Environmental Reporting
  - Submit compliance reports
  - Submit monitoring data

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

GEOS offers the following functions for the regulated community:

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

### (B) For the General Public:

The GEOS offers an online tool for the general public to:

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

## 1.1 Definitions, Acronyms, and Abbreviations

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

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



Term	Definition
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
AHERA	Asbestos Hazard Emergency Response Act of 1986
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.
SW	Solid Waste

## 1.2 Prerequisites

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

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



## 2 Public Site Account Management

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

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

### 2.1 Account Types in GEOS Public Portal

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

User Type	Purpose	Account Privileges
Responsible Official (RO)	<p>Only the RO account can certify and submit applications in GEOS.</p> <p>An RO can only maintain one User Account, but have this account to have the RO privileges for certain facilities and have the preparer rights for other facilities. If the RO plans to certify a submittal, the RO must get your account approved by EPD as the RO for that facility.</p>	<ul style="list-style-type: none"> <li>▪ Will be issued a PIN once their account privileges are approved by EPD.</li> <li>▪ View and prepare an electronic data entry form in GEOS.</li> <li>▪ Certify and submit an electronic data entry form in GEOS.</li> <li>▪ View submitted data in GEOS</li> <li>▪ Keep track of the status of submitted records.</li> <li>▪ Keep track of issuances</li> <li>▪ Associate a consultant to their account to prepare applications.</li> </ul>
Preparer	<p>A preparer is someone who is assigned by a RO to create and prepare applications for their facility. <sup>1</sup></p> <p>The preparer has no right to actually submit an application but can prepare applications for a single or multiple ROs that have he/she associate with. The types of application and the facilities that the preparer can prepare applications for are all defined by the RO. An RO can be associated as a preparer for another RO.</p>	<ul style="list-style-type: none"> <li>▪ View and prepare an electronic data entry form in GEOS.</li> <li>▪ View submitted data in GEOS</li> <li>▪ Keep track of the status of submitted records.</li> <li>▪ Keep track of issuances</li> </ul>
Fee Payment	<p>Fee Payment Account Type is designed for user who only wants to use GEOS to make payments.</p>	<ul style="list-style-type: none"> <li>▪ View and submit Online Payment – FIMS</li> <li>▪ Track Account Transaction</li> </ul>

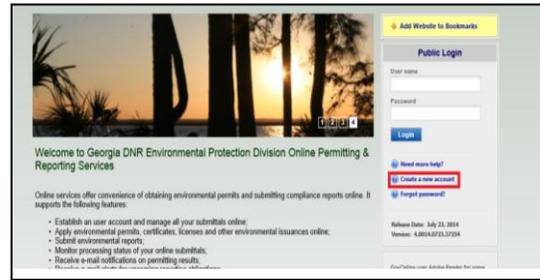
### 2.2 Account Creation Process

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

<sup>1</sup> Brownfield Preparers can submit a Brownfield Application on behalf of the Brownfield Owner.



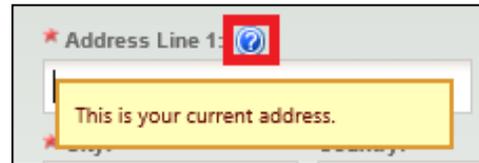
Step 1: Click the “Create a New Account” link in the login page.



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

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

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



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

Step 3b (for Responsible Official Only): If the user is a Responsible Official, then they will need to select which application type he/she is responsible for and for which facilities. The ‘Associate New’ button will allow the user to search through a list of facilities to add to their profile.



The RO will need to associate a facility to his/her account in order to create and submit applications for the selected facility. The facility search feature allows the user to search the master facilities by name, address or organization name. Once the results are displayed, the user can check their facility(s) and the application they are responsible for. If the user searches and cannot find their facility(s) listed, the user can click on “Create New Facility” button on the associate facility pop-up window.

To create a new facility, the user has to provide the following information of the new facility:

Facility Name and Facility/Property Address. Mailing Address of a facility is optional.

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

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

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

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



The system will send the information to CROMERR Service and display the verification results to the Public User.

e-Verify Results			
1 - 1 of 1 Item(s)			
Attempt	Date of Request	Basic user info used for e-Verify	e-Verify Result
1	6/28/2018 10:49:16 PM	FirstName:t LastName:t MiddleName:t Address.Line1:112 main st Address.Line2: City:Atlanta State:GA Zip:12312 Phone:1234567890	Fail: You do not meet the CROMERR Legal Certainty Minimum Standard using Lookalikes.

Buttons: [Continue Registration Process](#) [Cancel](#)

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

**CREATE ACCOUNT**

For public user to create user account. (\*) Denotes a required field.

**!** Congratulations! Your account has been created successfully. Please check your e-mail for your temporary password. To have your account fully functional, please follow the instructions below:

- If you are registered as a Responsible Official, please print out and mail your signed Subscriber Agreement to EPD. Your “certification and submission” access will be granted after EPD reviews and approves your signatory identity.
- If you are registered as a Preparer, please inform corresponding Responsible Official of your new account. You can start prepare for the RO, after the RO associates your account with his/hers.

[Back To Login](#) [Print Subscriber Agreement](#)

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

The system will display a message with instructions on how to activate the account so that all features can be opened.

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

Georgia EPD Online System (GEOS)  
for Permitting, Compliance & Facility Information  
**Subscriber Agreement**

Environmental Protection Division  
2 Martin Luther King Jr. Drive  
Suite 1456, East Tower  
Atlanta, GA 30334

The Subscriber Agreement should be used by facility’s responsible official(s) who would like to electronically apply permits/license from the EPD or submit compliance reports to the EPD.

**A. Subscriber Information**

GEOS User ID: 75      GEOS User Name: bsmith  
 Subscriber Name: Bill Smith  
 Email Address: bsmith@aragoninc.com  
 Phone Number: ( ) 404-294-3432 ext. : ( ) ext.

**B. Facility/Permit Information**

Signing privileges are requested for the following facility:  
 Facility FIS ID: 3287      Facility Name: ARAGON      Permit #: GA0926182-0

Type of Request (Select Only One):

- NEW: the first request for this user account to act as the RO for above facilities
- REQUEST FOR REACTIVATION: a re-activation of the user account to act as the RO for above facilities
- CONTINUATION WITH NEW AUTHORIZATION: an updated subscriber agreement submitted because the signatory authority and/or subscriber at the facility has changed  
 Specific: the RO(s) to be replaced: \_\_\_\_\_
- INACTIVATION: Explain reason for inactivation in the box below and identify whether the inactivation is temporary or permanent  
 Facility ID(s): 3287

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

Dear Bill Smith:

Your new account has been created.  
 Your login name is: bsmith  
 Your password is: H6bJpXGx

Upon login, you can go to "My Account" -> "Password / PIN" to customize your password into something that will be easier for you to remember.

Thank you for using the Georgia EPD GEOS System!  
 If you have any questions, please do not hesitate to contact the GEOS System help center.

Regards,  
 Georgia EPD GEOS System

Dear Bill Smith:

This is the notification regarding your request for retrieving password.  
 Your password is: M4XzdVUB

Thank you for using the Georgia EPD GEOS System!  
 If you have any questions, please contact GEOS System help center.

Regards,  
 Georgia EPD GEOS System

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

Password / Security Setting

**Change Password**

Password must have at least one uppercase letter, one lowercase letter and one digit number.

\* New Password:  \* Confirm New Password:

**Change Pin**

New PIN number must be at least 4 digits.

\* New Pin:  \* Confirm New Pin:

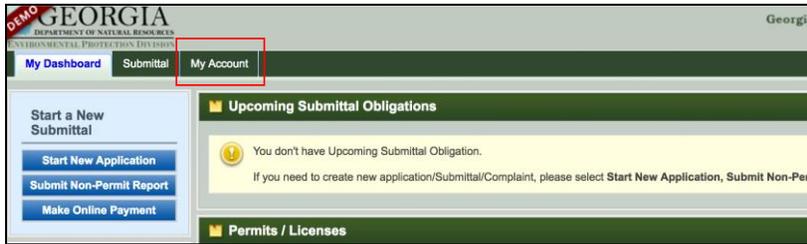
[Save](#)

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



the system will reset the user’s password and send the system generated password to the user’s registered email address.

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



### 2.3 Managing Account Settings

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

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

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

- 1) In ‘Basic Information’, the user can change their name and contact information. This section provides tabs along the top so that the user can also change his/her address information.

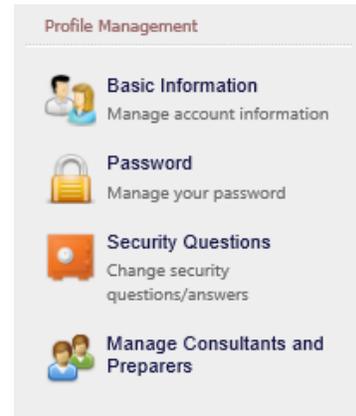
The user can also associate facilities under ‘Basic Information’.

If the RO has passed E-verify, the facilities will be auto-approved to be associate to RO’s account. The status of facilities will be “Active” once associated.

If the RO user ESA process before, to associate with new facilities, the RO has to re-submit subscriber agreements.

If the RO chose to opt-out identity proofing, the facilities will be auto-approved to be associate to RO’s account. The status of facilities will be “Active” once associated.

- 2) The ‘Password’ and ‘Security Questions’ options allow the user to edit/change their password or security questions, which prevents unauthorized access to their account and prevents unauthorized users to submit applications.
- 3) The ‘Managing Associated Consultants and Preparers’ section allows the user to manage his consultants/preparers.



#### 2.3.1 Manage Account General Information



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

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

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

### 2.3.2 Protect Account Security

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

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

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

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



### 2.3.3 Managing Associated Consultants and Preparers

A RO user could manage a list of associates (consultants or preparers) to help the RO prepare draft applications. This option is useful in situations where an RO manages multiple facilities and requires additional assistance. When a preparer creates an application for the RO, the RO can see the newly created application when he/she logs into their account. Once the application is reviewed by the RO, the RO can then submit the application. This Section describes features the RO can use to manage his/her associates within GEOS and only viewable by the RO. This

**Consultants List**

1 - 1 of 1 item(s)

		First Name	Last Name	Facility	Permission	Application	Effective Date	Expiration Date	Status
		jason	fan	MARKTEC INC.	Prepare Only	Title V Application	07/01/2014	07/24/2014	Active

**Add Consultant**

section describes how an RO will associate and de-associate a preparer for his/her facility. By clicking the 'Managing Associated Consultants and Preparers' section, a user can see a grid view of preparers that have been associated to their account. The grid view lists out who they have associated with them and for which facility and application type, as well as the effective dates of this association. If the user wants to de-associate the user, they can simply click on the icon to remove them. By clicking on the icon, the user can pull a detailed view of the associates setting.

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

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

**Consultant Information**

Effective Date:       Expiration Date:

**Save**   **Email Notify**

**Authorized Applications**

1 - 1 of 1 item(s)

	Application	Facility	Permission	Status
	Title V Application	MARKTEC INC.	Prepare Only	Active

**Add Application Authorizations**



### 3 Home Page (the “Dashboard”)

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

The screenshot shows the GEOS dashboard interface. At the top, it displays the 'Environmental Protection Division' logo and 'Georgia Department of Natural Resources'. The main navigation bar includes 'My Dashboard', 'Submittal', and 'My Account'. A user greeting 'Hello, John' and 'Help'/'Logout' links are visible on the right.

Callout 1 points to the 'Start a New Submittal' section, which contains buttons for 'Start New Application', 'Submit Non-Permit Report', and 'Make Online Payment'. Callout 2 points to the 'Upcoming Submittal Obligations' table, which lists facilities, submittal types, reporting periods, due dates, and statuses. Callout 3 points to the 'Search Account Transaction' section, which includes a 'Search for Transactions' button. Callout 4 points to the 'Message Center' section, which lists recent email notifications for submittals and permits/licenses. Callout 5 points to the 'Permits / Licenses' table, which displays details for various permits, including facility names, owner information, issuance details, and critical dates.

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

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

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

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

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



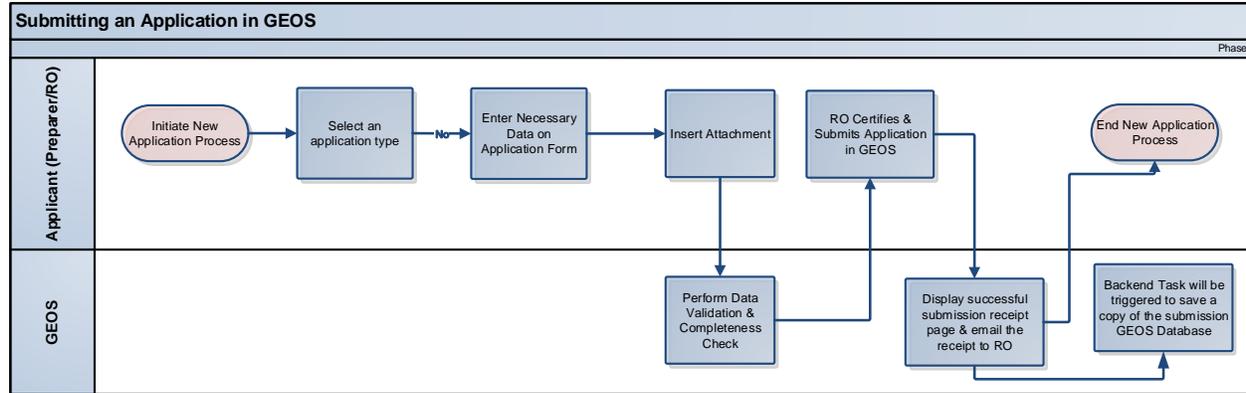
## 4 Application Submission and Management

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

### 4.1 Overview of Application Submission Process

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

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



Step #	Name	Highlights of System Functions & Description
1.	Select an submittal type	Based on the selection of submittal category, department (Air/Land/Water), Environmental Interest and submittal type name, the user can search the type of submittal to prepare.
2.	Select a facility	At the start of each submittal (i.e., application or report), the user needs to specify a facility by selecting from a drop-down list. The list is based on: <ul style="list-style-type: none"> <li>For RO: the facilities identified on the Electronic Signature Agreement and approved by EPD;</li> <li>For Preparer: the facilities authorized by the associated RO.</li> </ul> Once a facility is selected, the general information and FIS ID of that facility will be populated from the FIS database into the submittal form automatically. Please note that if an RO user cannot find a facility from the drop-down list, he/she needs to <ul style="list-style-type: none"> <li>Go to 'My Account' → 'Manage Account Type' → To associate new facility</li> <li>If he/she cannot find the facility from the search, he/she needs to contact EPD.</li> </ul> If a preparer cannot find a facility from the drop-down list, he/she needs to contact their associated RO for authorization.
3.	Enter necessary information on the application form	GEOS will conduct data validation along with the preparation of an application form, and display warning/error messages to the user if the data validation fails.
4.	Insert attachment(s)	GEOS supports uploading of required and optional attachments. The file format of the attachments include: WORD (doc, docx), EXCEL (xls, xlsx, and csv), PDF, image (JPEG, PNG, GIF, etc.)
5.	Data validation and completeness check	At the end of preparation, GEOS will present a tree view summary of the data validation result of each section with a hyperlink to the corresponding section to ease the correction process.



Step #	Name	Highlights of System Functions & Description
6.	Pay Submittal Fee (If needed)	If the submittal requires a fee to be paid along with the form, the user can pay the fee through ACH/Check/Money order. Different submittal types may allow different payment methods.
7.	Certification and submission	For all submissions, the user will need to certify that they are a qualified individual, answer a security question, and then enter their PIN before a submission can be submitted. Currently, only 'Responsible Official' can submit submittals. The user can refer to section 2.3.2 for more information on how to receive a PIN or reset security question.
8.	Acknowledgement Receipt and confirmation email	For each successful submission, GEOS will present an acknowledgement receipt on screen. The receipt can then be printed by the user if they wish. The receipt contains the following information: <ul style="list-style-type: none"> <li>• Unique Submission ID</li> <li>• Date and Time of submission</li> <li>• IP address from which submission was made</li> <li>• Name, Address, and contact information of RO</li> <li>• Facility Name and (if applicable) Permit Number of submission</li> <li>• Indication of (and details for) any attachments provided along with the submission</li> </ul> GEOS will also send a confirmation email to the user with similar information as the receipt.

## 4.2 Applying and Submitting submissions

Currently, the GEOS system allows submittals:

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

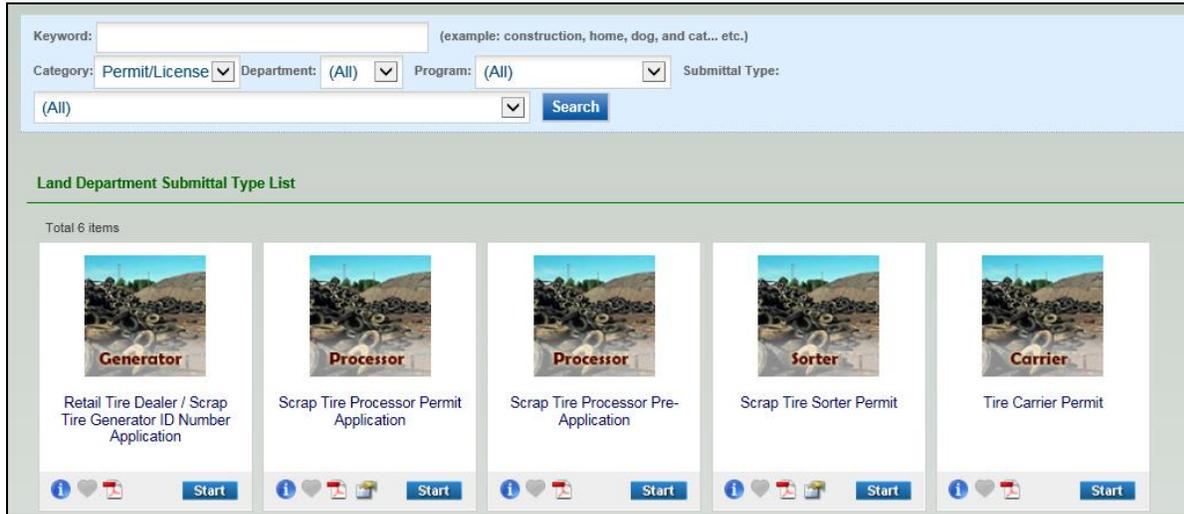
Being able to submit applications online provides a way for both public and agency users to electronically organize submissions, track, and share progress from anywhere and anytime as long as the user can access the internet. This section will describe the standard process of preparing submittals in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

### 4.2.1 Select a Submittal

The submittal type list is determined by the user’s account type, Responsible official for title V allows user to access Title V application, Responsible official for NPDES allows user to NPDES application, for accessible



applications of RO/Owner for Brownfield, RO/Owner for Scrap Tire and other land environmental Interests, please refer appendix 6.1.3



Submittal List

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

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

To quickly find desired submittal type, the user can also filter by:

- Department
- Program (Environmental Interest)
- Submittal Types

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

For Invoice payment only users, they can go to submittal> start a new submittal > Category: Fee/Invoice. User can click on **Start** button under ‘Online Payment -FIMS’ tab to start the submittal.



In online form, user can put in FIMS Account ID and Invoice Number to make payment for this specific account and invoice.

Then, user can put in payment information including payment method and bank account information.



**PAYMENT (SUBMITTAL ID: 320712)**

Select a payment method; provide the required information and then click on the NEXT button below.

**Outstanding Balance**

Online Payment - FIMS (View Fee Schedule)	<b>\$12,400.00</b>
FIMS Online Payment	
FIMS Online Payment	\$12,400.00

**Payment Method**

Fee Amount:	\$12,400.00
Amount Due:	\$12,400.00
<b>TOTAL PAYABLE:</b>	<b>\$12,400.00</b>

Payment Method: eCheck (ACH - NACHA) ▾

\* Account Type: Saving Account ▾ Bank Name: ABC

\* Routing Number: 123 \* Account Number: 123 \* Bank Account Name: ABC

Exit Previous Next

### 4.2.2 Start a Submittal

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

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



### 4.2.3 Online Form Data Entry

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



### Online Form

#### 4.2.4 Upload Attachment

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

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

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

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

Only optional attachments can be selected N/A.

#### 4.2.5 Online form validation

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

#### 4.2.6 Submittal Fee

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



**Outstanding Balance**

Blanket Notification Application (View Fee Schedule)	<b>\$1,000.00</b>
<b>Asbestos</b>	
Annual Asbestos Blanket Notification Fee	\$1,000.00

**Payment Method**

Fee Amount:	\$1,000.00
Amount Due:	\$1,000.00
<b>TOTAL PAYABLE:</b>	<b>\$1,000.00</b>

Payment Method:

[Exit](#) [Previous](#) [Next](#)

### Make Payment

#### 4.2.7 Submit a submission

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

**SUBMIT APPLICATION (APPLICATION ID: 40854)**

Click on the check box below Certification of Submission if you agree with the terms of use described herein and then click on the SUBMIT button at the bottom of this page to complete your application.

**Certification of Submission**

\* I hereby certify that I am the owner, or authorized agent of the owner, of the described property. Further, I consent to the work to be done as described.

**Security Precautions**

To prevent your information from being used inappropriately, we maintain stringent GEOS's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Question: what is the name of the hospital where you were born?  
 Answer:   
 PIN:

**Disclaimer**

The GEOS system of Georgia, its agencies, officers, or employees would dedicate their bests to protect your Trade Secret Information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. Township and its GovOnline system development company specifically disclaim any and all liability from damages which may result from the accessing the web site, or from reliance upon any such information.

[Exit](#) [Previous](#) [Submit](#)

#### 4.3 Tracking Submitted Applications

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

Submittal ID:  Submittal Status: (All)  Submitted Date:  ~

Category: Permit/License  Department: (All)  Program: (All)  Submittal Type:

(All)

Facility Name:  Permit No.:

Site Address:

Request for:  [Search](#)

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

GEOS provides the following features for the user to keep track of their submission:

- Ability to review submission detail



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

### 4.3.1 Review Submission Copy-of-Record

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

The ‘Track Submitted Application’ tabs can be broken down into the following:

- Submittal:** user can view information related to the submission and status - GEOS displays: Submission ID, Application Type, Submission Date, Submitter details (Name, Address, Phone and Email), Most Recent Application Status, History with Comments, and Most Recent Application Form.
- Attachments:** displays any attachments that have been uploaded to GEOS during submission process; if attachments were uploaded during submission process, the applicant can upload additional sets of attachments in this page.
- Payment:** displays total application fee, payment made, and fee balance; user is able to make additional payments via credit card or electronic check if there are any pending balances on the application fee.
- Issuance:** displays all permits that have been issued for the submission in question.
- Work Activities:** display the review process for this application
- Correspondence:** allows applicant to initiate correspondence with agency users, but is visible to third-party users as well.
- Email History:** displays a list of emails that have been manually sent by agency users, and are not system-automated.

The screenshot shows a web interface with several tabs: Submittal, Attachment, Payment, Work Activities, Correspondence, and Email History. The 'Submittal' tab is selected. Below the tabs, there is a yellow instruction bar: 'Click the form link under "Application Form(s) Detail" to view the submitted Application Form.' The main content area is titled 'Application Basic Information' and contains the following details:

- Submittal ID: 40828
- App Name: Title V Application
- Submitted Date: 2/23/2016 11:13:13 AM
- Submitted by: John Smith, 1368 How Lane, New Brunswick NJ 08902, 7327215600, morgan\_cutts@enfotech.com
- Review Status: Complete Submittal - Submittal Type Determination, due on 02/28/2016

Below this information is a section titled 'Application Form(s) Detail' which lists several forms with links to view them:

- Online A. General Information (Form View)
- Online B. Contact Information (Form View)
- Online C. Miscellaneous Application Details (Form View)
- Online D. Control Device (Form View)
- Online E. Release Point (Form View)
- Online F. Emission Source (Form View)
- Online G. Emission Group (Form View)

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



### 4.3.2 Tracking Submission Status – Work Activities

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

Task Name	Task Status	Complete Date
WQA Request Form Required Determination	Completed	8/13/2014
1. Application Reviewed	Completed	8/13/2014
2. Set Submission Status + Admin Review	Completed	8/13/2014
3. Compliance Review	Completed	8/13/2014
10. Technical Review	Scheduled	
11. WQDES Unit Manager Review	N/A	
12. WQDES Program Manager Review	N/A	
13. WQDES Draft Permit Issuance	N/A	
14. WQDES Public Notice	N/A	
16 A. WQDES Revised Permit Based on Comments	N/A	
16 B. WQDES EPA Comment Period	N/A	
17. Final Permit to Branch Chief/Director Office	N/A	
18. Final Action	N/A	
19. Push Final Permit to WQDES/SCS	N/A	

### 4.3.3 Tracking Issuances from EPD

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

Issuance Info	Issuance Date
43433 - Add Rain Stage: Draft Permit, Status: Issued App#: 813 - Title V Application	Issued on 07/10/2014 Effective on
43435 - Add Rain Stage: Draft Permit, Status: Issued App#: 813 - Title V Application	Issued on 07/10/2014 Effective on

### 4.3.4 Tracking Correspondences with EPD<sup>2</sup>

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

App ID - 813

Application | Attachment | Payment | Violation/Penalty | Issuance | **Correspondence** | Email History | Work Activities

You may communicate with Staff without using email by reading their comments and/or by selecting "New" below, typing a subject and comment and clicking "Create". When you open an existing comment, you conversation on that subject by typing a new message in the text box within the window that pops up and clicking "submit"

**Discussion**

The following comments have been submitted to this application.

1 - 1 of 1 item(s)

View/Edit	Total Msgs	Initiated By	Category	Subject	Phone	Initiator Email	Address	Last Message By
	1 ( New: 0 )	Applicant: jason fan on 7/30/2014 10:37:39 PM	Application Status	Additional Document				Applicant: on 7/30/2014 10:37:39 PM

**New**

Correspondence Tab

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

<sup>2</sup> The Correspondence feature is currently available for Water and Air submittal types, not available for LPB submittal types.



The correspondence history will contain time stamps of the conversations, when the correspondence was created, and the subject.

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

### 4.3.5 Tracking Emails Sent by GEOS

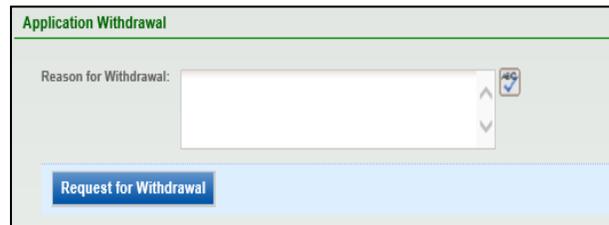
GEOS maintains a history of all emails pertaining to each submittal. This provides an easy method of record keeping of when they were notified by the GEOS system and the details of the e-mail. Only e-mails generated by GEOS are stored in this section. This is useful in situations where the applicant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



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

### 4.4 Request for Application Withdrawal

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



### 4.5 Request for Application Revision

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



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



## 5 Permit and Issuance Management

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

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

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

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

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

Facility	Issuance Info.	Critical Dates	RO Info.
 <b>Action</b> MOHAWK IND-DURKAN PAT 405 Virgil Dr, DaltonWhitfield, GA 30721	<b>UST-2093-2093</b> - UST Registration Certificate Stage: <b>FINAL Permit</b> , Status: <b>Issued</b> App#: <b>43505 - Storage Tank Registration Form</b>	 Issued on 09/06/2016  Effective on 09/06/2016  Expired on 09/06/2017  Mary Smith	 John Smith  405 Virgil Dr, Dalton, 30721
 <b>Action</b> MOHAWK IND-DURKAN PAT 405 Virgil Dr, DaltonWhitfield, GA 30721	<b>UST-1436-1436</b> - UST Registration Certificate Stage: <b>FINAL Permit</b> , Status: <b>Issued</b> App#: <b>43385 - Storage Tank Registration Form</b>	 Issued on 09/06/2016  Effective on 09/06/2016  Expired on 09/06/2017	 John Smith  405 Virgil Dr, Dalton, 30721

### 5.1 Amend/Modify Permit

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

1. Search and select a permit that needs to be amended.
2. Click “Action” and then select “Amend/Modify.”
3. The page will be directed to a new application form based on the permit type.
4. If submission history doesn’t exist in GEOS, the application form will not have any previous submission data pre-populated. But GEOS will pre-populate the facility data into the application form.
5. If submission history exists in GEOS, the application form will have all previous submission data pre-populated.
6. Applicant is able to revise the data in the application form. Details on how to fill out an online application form are in Section 4.2.
7. Applicant can save and exit the application form any time before submission.



8. After the new application form passes GEOS validation check, the application can be submitted.
9. RO needs to go through the same submission process as Section 4.2 to submit an amendment application
10. RO can withdraw the amendment submission before a permit revision is issued. For details, please refer to Section 4.4.
11. The submission status of the amendment submission can be tracked the same way as described in Section 4.2.3.

## 5.2 Renew Permit

To remain in compliance, applicants will need to renew their permits prior to the permit expiration date. If the permit is near the expiration or expired, the user will see a 'Renew' button in addition to an 'Amend' button. The process of renewing a permit is as follows:

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

## 5.3 Terminate Permit

If a submittal type has a termination process, the applicant can request for termination of an issued permit. This allows the user to request to terminate of their current permit. By doing so, the EPD will make a decision of whether or not to approve or deny the request. If the agency approves of the termination, the submission will then be terminated and no longer be modified. The process of terminating a permit is as follows:

1. Search and select a permit that needs to be terminated.
2. Click "Action" and then select "Renew."
3. The page will be directed to a termination form based on the permit type.
4. Applicant is able to revise the data in the termination form. Details on how to fill out an online application form are in Section 4.2.
5. Applicant can save and exit the application form any time before submission.
6. After the new application form passes GEOS validation check, the application can be submitted.
7. RO needs to go through the same submission process as Section 4.2 to submit an amendment application.
8. RO can withdraw the termination submission before a permit revision is issued. For details, please refer to Section 4.4.
9. The submission status of the termination application can be tracked the same way as described in Section 4.2.3.



## 6 Appendix

### 6.1 Wastewater Applications

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

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

#### 6.1.1 Industrial NPDES Permit for New or Existing Discharges

Form Name	Action Type			
	New	Renew	Modification	Termination
<b>I. Fill Out Mandatory Part I Form</b>				
Part I	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
*All users must fill out Part I form whether they are applying for a new permit, renewing an existing permit, modifying an existing permit, or terminating an existing permit.				
<b>II. Apply/Renew/Modify a Permit</b>				
2B Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2C Form		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2D Form	<input checked="" type="checkbox"/>			
2E Form (Cooling Wastewater)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	



2F Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
*Users can select one of the five forms (2B, 2C, 2D, 2E, 2F) to apply for the permit.				
<b>II. Terminate a Permit</b>				
Notice of Termination				<input checked="" type="checkbox"/>

**6.1.1.1 Submit NPDES Municipal Permit Application**

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

**6.1.1.2 Part I Form**

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

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



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

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

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

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



**A. TYPE OF BUSINESS**

\* Type of Business:

- 1. Concentrated Animal Feeding Operation
- 2. Concentrated Aquatic Animal Production Facility

**D. FACILITY INFORMATION**

\* Facility/Property: ? Original ID: 00933, GA0046779  
 BIO-LAB INC. CONYERS (wpb ater) ↓

Mailing Address 1: 1700 Old Covington Hwy SW  
 Mailing Address 2:

County: Rockdale City: Conyers State: GA ↓ Zip: 30012

Facility/Property Address 1: 1700 Old Covington Hwy SE  
 Facility/Property Address 2:

County: Rockdale City: Conyers State: GA ↓ Zip: 30013

Latitude: 33.672221 Longitude: -84.044443 Display/Update Lat/Long on Map

If contract operation:  
 Check here if Integrator is the same as Contact

Name of Integrator: \_\_\_\_\_

Mailing Address 1: \_\_\_\_\_ Mailing Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: GA ↓ Zip Code: \_\_\_\_\_

**A. TYPE AND NUMBER OF ANIMALS**

1. TYPE	2. ANIMALS	
	NO. IN OPEN CONFINEMENT	NO. HOUSED UNDER ROOF
<input type="checkbox"/> Mature Dairy Cows		
<input type="checkbox"/> Dairy Heifers		
<input type="checkbox"/> Veal Calves		
<input type="checkbox"/> Cattle (not dairy or veal calves)		
<input type="checkbox"/> Swine (under 55 lbs.)		
<input type="checkbox"/> Swine (55 lbs. or over)		
<input type="checkbox"/> Horses		
<input type="checkbox"/> Sheep or Lambs		
<input type="checkbox"/> Turkeys		
<input type="checkbox"/> Chickens (Broilers)		
<input type="checkbox"/> Chickens (Layers)		
<input type="checkbox"/> Ducks		
<input type="checkbox"/> Other: Specify		
3. TOTAL ANIMALS		

### 6.1.1.4 2C Form - Industrial Wastewater Discharge Application

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

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

**V. INTAKE AND EFFLUENT CHARACTERISTICS**

Please click [here](#) to see instructions before proceeding - Complete one set of tables for each outfall (A,B,C)  
 Please click [Required Testing for Industries](#) to view detailed instructions

Outfall Number	PART A	PART B	PART C		
×	Part A	Part B	METALS, CYANIDE, AND TOTAL PHENOLS	VOLATILE COMPOUNDS	
			ACID COMPOUNDS	BASE/NEUTRAL COMPOUNDS	PESTICIDES

**Add New Record**

\* Is there any discharge of pollutants present that are listed in [Table 2c-3?](#)  
 Yes  No

For every pollutant you list, briefly describe the reasons you believe it to be present and report any analytical data in your possession.:  
 \_\_\_\_\_



Outfall Number:

**PART A** –You must provide the results of at least one analysis for every pollutant in this table. Complete one table for each outfall. See instructions for additional details.

**Part A**

1. POLLUTANT	2. EFFLUENT						3. INTAKE (optional)		
	a. MAXIMUM DAILY VALUE		b. MAXIMUM 30 DAY VALUE (if available)		c. LONG TERM AVRG. VALUE (if available)		d. NO. OF ANALYSES	a. LONG TERM AVERAGE VALUE	b. NO. OF ANALYSE
	Conc. (mg/L)	Mass. (lbs/day)	Conc. (mg/L)	Mass. (lbs/day)	Conc. (mg/L)	Mass. (lbs/day)		Conc. (mg/L)	Mass. (lbs/day)
a. Biochemical Oxygen Demand (BOD)									
b. Chemical Oxygen Demand (COD)									
c. Total Organic Carbon (TOC)									
d. Total Suspended Solids (TSS)									
e. Ammonia (as N)									
f. Flow (MGD)									
g. Temperature (winter) (°C)									
h. Temperature (summer) (°C)									
i. pH (s.u.)	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM					

**6.1.1.5 2D Form - New Sources & New Dischargers**

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

**Limitations on an indicator pollutant.**

	Outfall Number	Group A	Group B
	<input type="text"/>	Part A	Part B

**Add New Record**

Effluent Characteristics Detail

Outfall Number:

Each part of this item requests you to provide an estimated daily maximum and average for certain pollutants and the source of information. Data for all pollutants in Group A, for all outfalls, must be submitted unless waived by the permitting authority.

**Part A(Required)**

1. POLLUTANT	2. MAXIMUM DAILY VALUE		3. AVERAGE DAILY VALUE		4. SOURCE
	Conc. (mg/L)	Mass. (lbs/day)	Conc. (mg/L)	Mass. (lbs/day)	
	a. Biochemical Oxygen Demand (BOD)				
b. Chemical Oxygen Demand (COD)					
c. Total Organic Carbon (TOC)					
d. Total Suspended Solids (TSS)					
e. Ammonia (as N)					
f. Flow (MGD)					
g. Temperature (winter) (°C)					
h. Temperature (summer) (°C)					
i. pH (s.u.)	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM	

**Save** **Cancel**



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

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

### 6.1.1.7 2F Form - Industrial Stormwater

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

**VII. Discharge Information**

A, B, C, & D: See **instructions** before proceeding. Complete one set of tables for each outfall.

+	Outfall Number	PART A	PART B	PART C	PART D
×	<input type="text"/>	<b>Part A</b>	<b>Part B</b>	<b>Part C</b>	<b>Part D</b>

**Add New Record**

---

Outfall Number:

Part A – You must provide the results of at least one analysis for every pollutant in this table. Complete one table for each outfall. See instructions for additional details.

**Part A**

Pollutant and CAS Number (if available)	Maximum Values (include units)		Average Values (include units)		Number of Storm Events Sampled	Sources of Pollutants
	Grab Sample Taken During First 20 Minutes	Flow-Weighted Composite	Grab Sample Taken During First 20 Minutes	Flow-Weighted Composite		
Oil and Grease		N/A				
Biological Oxygen Demand (BOD5)						
Chemical Oxygen Demand (COD)						
Total Suspended Solids (TSS)						
Total Nitrogen						
Total Phosphorus						
pH	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Save** **Cancel**

### 6.1.1.8 Attachment

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

**Attachment**

**B.2. Topographic Map (Required)**  Online  Mail  Other  N/A  
 For more information [?](#)

**Upload** (Please upload one file at a time. Repeat the Upload process if you have multiple files.)

Attachment description:

**B.3. Process Flow Diagram or Schematic (Required)**  Online  Mail  Other  N/A  
 For more information [?](#)

Please mail to:

Georgia Department of Natural Resources  
 2 Martin Luther King Jr. Drive Suite 1456, East Tower  
 Atlanta GA 30334  
 Please provide your documentation.

Attachment description:



documents to the agency.

**6.1.1.9 Submission**

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

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

**6.1.2 Municipal NPDES Permit for New or Existing Discharges**

**6.1.2.1 Submit NPDES Municipal Permit Application**

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

**6.1.2.2 Part I Form**

Same as 6.1.1.2 Part I Form.

**6.1.2.3 2A Form**

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

Part	Form Name	POTW Having Design Flow Rate			POTW Having an Approved Pretreatment Program	POTW Having a Combined Sewer System
		< 0.1 MGD	≥ 0.1 MGD	> 1.0 MGD		
<b>NPDES Application Type (Included in Part A)</b>						
N/A	NPDES New Permit Application Form (radio button)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
N/A	NPDES Expansion or Major Modification Application (radio button)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
N/A	NPDES Renewal Permit Application (radio button)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
N/A	NPDES Minor Modification Application (radio button)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Part	Form Name	POTW Having Design Flow Rate			POTW Having an Approved Pretreatment Program	POTW Having a Combined Sewer System
		< 0.1 MGD	≥ 0.1 MGD	> 1.0 MGD		
N/A	NPDES Major Modification – Simple Application (radio button)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Note: Applicant determines what NPDES application type he/she wants to apply. If “Minor Modification Application” is selected, the form will only contain one text field for User to enter a “Summary of the Requested Change”.						
<b>Basic Application Information</b>						
A	NPDES Form 2A (Basic Application Information for all Applicants)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B	Additional Application Information for Applicants with a Design Flow ≥ 0.1 MGD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C	Certification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Note: Part C ‘Certification’ is incorporated into the ‘Submission’ module on the Navigation Wizard.						
<b>Supplemental Application Information</b>						
D	Expanded Effluent Testing Data			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E	Toxicity Testing Data			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F	Industrial User Dischargers and RCRA/CERCLA Wastes				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
G	Combined Sewer Systems					<input checked="" type="checkbox"/>
<b>Sludge Addendum</b>						
H	Sludge Addendum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Note: (1) For detailed validation rules please refer to Section 8: Appendix A. (2) For Minor Modification Application, the form is only one text field for a “Summary of the Requested Change”.						

**6.1.2.3.1 A. NPDES Form Part A**

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

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

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

**A.3. Existing Environmental Permits.**

---

Provide the permit number of any existing environmental permits that have been issued to the treatment works (include state-issued permits).

Not Applicable

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



Additional features to assist the users through the application process can be seen in section A.8. As the user selects the options provided, input parameters will alter based on the selection.

**A.8. Discharges and Other Disposal Methods**

\* a. Does the treatment works discharge effluent to waters of the U.S.?  
 Yes  No

\* b. Does the treatment works discharge effluent to basins, ponds, or other surface impoundments that do not have outlets for discharge to waters of the U.S.?  
 Yes  No

If yes, provide the following for each surface impoundment:

Location	Annual average daily volume discharged to surface impoundment(s) (mgd)	Is discharge

**Add New Record**

In section A.9, if an outfall location is required because the user selected ‘yes’ for the question ‘Does the treatment works discharge effluent to waters of the U.S.?’ in A.8, a description of the outfall is necessary. In this prompt for additional detail, the GIS function can be used. Be sure to click ‘save’ and/or ‘next’ to save the entered data and move onto the next section once section A is completed.



Wastewater Discharge Detail

**A.9. Description of Outfall**

\* a. Outfall Number

\* b. Location

\* Address 1  Address 2

\* City  County  \* State  \* Zip Code

\* Latitude  \* Longitude

c. Distance from shore (if applicable)  ft.

d. Depth below surface (if applicable)  ft.

\* e. Average daily flow rate  mgd

\* f. Does this outfall have either an intermittent or a periodic discharge?  
 Yes  No

The cursor can be moved to pinpoint the exact location of the outfall. By clicking the ‘Update’ button, the location will be transposed back to the form.

### 6.1.2.3.2 B. Additional Application Information

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

**B.5. Scheduled Improvements and Schedules of Implementation.**

Provide information on any uncompleted implementation schedule or uncompleted plans for improvements that will affect the wastewater treatment, effluent quality, or design capacity of the treatment works. If the treatment works has several different implementation schedules or is planning several improvements, submit separate responses to question B.5 for each. (If none, go to question B.6.)

Not Applicable

### NPDES Message Box

If the section is required to be filled, the user can either click the  icon or the button provided. Once selected, a new screen will prompt with the required fields that need to be filled.



Schedule Detail

**B.5. Scheduled Improvements and Schedules of Implementation.**

\* a. List the outfall number (assigned in question A.9) for each outfall that is covered by this implementation schedule.

\* b. Indicate whether the planned improvements or implementation schedule are required by local, State, or Federal agencies.  
 Yes  No

c. If the answer to B.5.b is "Yes," briefly describe, including new maximum daily inflow rate (if applicable).

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

Implementation Stage	Schedule	Actual Completion
- Begin construction	<input type="text"/>	<input type="text"/>
- End construction	<input type="text"/>	<input type="text"/>
- Begin discharge	<input type="text"/>	<input type="text"/>
- Attain operational level	<input type="text"/>	<input type="text"/>

\* e. Have appropriate permits/clearances concerning other Federal/State requirements been obtained?  
 Yes  No

Describe briefly:

NPDES Schedule Detail Form

Throughout the NPDES form, testing data is required by the agency. GEOS gives the user the option of either filling out the testing data or bypassing the entry by selecting the 'Please check the checkbox if you would like to upload the test result' checkbox. If this option has been checked, the user can move on but will be required to upload the testing results in the attachment section of the application.

**B.6. EFFLUENT TESTING DATA (GREATER THAN 0.1 MGD ONLY).**

Applicants that discharge to waters of the US must provide effluent testing data for the following parameters. Provide the indicated effluent testing required by the permitting authority for each outfall through which effluent is discharged. Do not include information on combined sewer overflows in this section. All information reported must be based on data collected through analysis conducted using 40 CFR Part 136 methods. In addition, this data must comply with QA/QC requirements of 40 CFR Part 136 and other appropriate QA/QC requirements for standard methods for analytes not addressed by 40 CFR Part 136. At a minimum, effluent testing data must be based on at least three pollutant scans and must be no more than four and one-half years old.

Please check the checkbox if you would like to upload the test result.

NPDES Message Box and Bypass Function

6.1.2.3.3 D. Expanded Effluent Testing Data & Toxicity Testing Data

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

**D.1. Effluent Testing: 1.0 mgd and Pretreatment Treatment Works.**

If the treatment works has a design flow greater than or equal to 1.0 mgd or it has (or is required to have) a pretreatment program, or is otherwise required by the permitting authority to provide the data, then provide effluent testing data for the following pollutants. Provide the indicated effluent testing information and any other information required by the permitting authority for each outfall through which effluent is discharged. Do not include information on combined sewer overflows in this section. All information reported must be based on data collected through analyses conducted using 40 CFR Part 136 methods. In addition, these data must comply with QA/QC requirements of 40 CFR Part 136 and other appropriate QA/QC requirements for standard methods for analytes not addressed by 40 CFR Part 136. Indicate in the blank rows provided below any data you may have on pollutants not specifically listed in this form. At a minimum, effluent testing data must be based on at least three pollutant scans and must be no more than four and one-half years old.

Please check the checkbox if you would like to upload the test result.

Outfall Number	METALS (TOTAL RECOVERABLE), CYANIDE, PHENOLS, AND HARDNESS.	VOLATILE ORGANIC COMPOUNDS	ACID-EXTRACTABLE COMPOUNDS	BASE-NEUTRAL COMPOUNDS	ADDITIONAL METALS/COMPOUNDS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NPDES Message Box and Bypass Function

The next section contains additional toxicity testing data and will be necessary to be filled similarly to the previous sections.

6.1.2.3.4 E. Industrial User Discharge



When the user reaches section F, the user is given the question 'If the treatment works has an approved pretreatment program?' If the user enters 'yes', then the user will be given a chance to enter additional information detailing the pre-treatment program.

**NPDES 2A FORM (APP ID: 760)**

You have to enter all required fields to go next. If you want to continue to work on the form and leave required fields blank for now, you may click "Save" and click on any section on the left panel.

**APPROVED PRETREATMENT PROGRAM:**

If the treatment works has a approved pretreatment program?  
 Yes  No

**GENERAL INFORMATION:**

All treatment works receiving discharges from significant industrial users or which receive RCRA, CERCLA, or other remedial wastes must complete Part F.

**F.1. Pretreatment Program.**  
 \* Does the treatment works have, or is it subject to, an approved pretreatment program?  
 Yes  No

**F.2. Number of Significant Industrial Users (SIUs) and Categorical Industrial Users (CIUs).**  
 \* a. Number of non-categorical SIUs.   
 \* b. Number of CIUs.

**SIGNIFICANT INDUSTRIAL USER INFORMATION:**

Supply the following information for each SIU. If more than one SIU discharges to the treatment works, copy questions F.3 through F.8 and provide the information requested for each SIU.

SIU Name Industrial Processes

**RCRA HAZARDOUS WASTE RECEIVED BY TRUCK, RAIL, OR DEDICATED PIPELINE:**

**F.9. RCRA Waste.**  
 \* Does the treatment works receive or has it in the past three years received RCRA hazardous waste by truck, rail, or dedicated pipe?  
 Yes  No

**CERCLA (SUPERFUND) WASTEWATER, RCRA REMEDIATION/CORRECTIVE ACTION WASTEWATER, AND OTHER REMEDIAL ACTIVITY WASTEWATER:**

NPDES Dynamic Form Feature

**6.1.2.3.5 F. Combined Sewer Systems**

Similarly, part G asks a single question 'If the treatment works has a combined sewer system?' If the user selects 'yes', the user will be required to enter the CSO outfalls associated with combined sewer system.

**COMBINED SEWER SYSTEMS:**

\* If the treatment works has a combined sewer system?  
 Yes  No

**G.1. System Map.** Provide a map indicating the following: (may be included with Basic Application Information)

- a. All CSO discharge points.
- b. Sensitive use areas potentially affected by CSOs (e.g., beaches, drinking water supplies, shellfish beds, sensitive aquatic ecosystems, and outstanding natural resource waters).
- c. Waters that support threatened and endangered species potentially affected by CSOs.

**G.2. System Diagram.** Provide a diagram, either in the map provided in G.1. or on a separate drawing, of the combined sewer collection system that includes the following information:

- a. Locations of major sewer trunk lines, both combined and separate sanitary.
- b. Locations of points where separate sanitary sewers feed into the combined sewer system.
- c. Locations of in-line and off-line storage structures.
- d. Locations of flow-regulating devices.
- e. Locations of pump stations.

**CSO OUTFALLS:**

Complete questions G.3 through G.6 once for each CSO discharge point.

Outfall Number Latitude Longitude

NPDES Section G Form

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

**6.1.2.3.6 G. Sewage Sludge Management**

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

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

Same as 6.1.1.6.



**6.1.2.5 Attachment**

Same as 6.1.1.8.

**6.1.2.6 Submission**

same as 6.1.1.9.

**6.1.3 Municipal/Industrial LAS Application**

**6.1.3.1 Submit Industrial LAS Application**

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

Type	New/Renewal/Modification	Sections/Questions to be Hidden
Sludge Only	New	IV, V, VI, VII, (VIII - 2.a, 4, 5, 6, 8)
	Renewal	IV, V, VI, VII, (VIII – 1.a, 2a, 4, 5, 6, 8)
	Modification	IV, V, VI, VII, VIII
Reuse/Dedicated Site	New	VII
	Modification	IV, V, VI, VII, VIII

The LAS permit also has provides the capability to automatically control the validation for answering the form questions. In Section I question 2, the public user is not allowed to select Sludge Only option with either of the first two options, meaning the user can only answer this question based on the following scenarios:

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



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

**2. Industrial facilities only:**

a. Table VII.2.a lists the significant industrial categories and the types of pollutants that must be analyzed and submitted in Section VII.2.b of this application.

b. **All industrial applicants** must provide analytical wastewater effluent data in the following table. Data must be representative of the effluent waste stream Part 136. The table below is not an all-encompassing list. It is the responsibility of the applicant to ensure the effluent discharge has been adequately characterized.

i. **All Applicants.** If you believe a pollutant listed below may be present in your effluent discharge, place an “X” in the Believed Present box and provide the corresponding data.

ii. **For Categorical Industrial Users Only.** Check the box “Believed Present” and analyze the discharge for the corresponding type of pollutants for your facility. At a minimum the following data must be submitted by all applicants by clicking on the Add New Record button and searching for these 8 values:

1. Biochemical Oxygen Demand (BOD5)
2. Chemical Oxygen Demand (COD)
3. Oil and Grease, Total
4. Total Suspended Solid (TSS)
5. Ammonia (as Nitrogen)
6. Phosphorus, Total
7. Total Kjeldahl Nitrogen (TKN)
8. pH (s.u.) (Minimum/Maximum)

*Please enter the applicable data in the table below. Laboratory reports may be uploaded in the Attachments Section.*

**Add New Record**



**6.1.3.2 Attachment**

Same as 6.1.1.8.

**6.1.3.3 Submission**

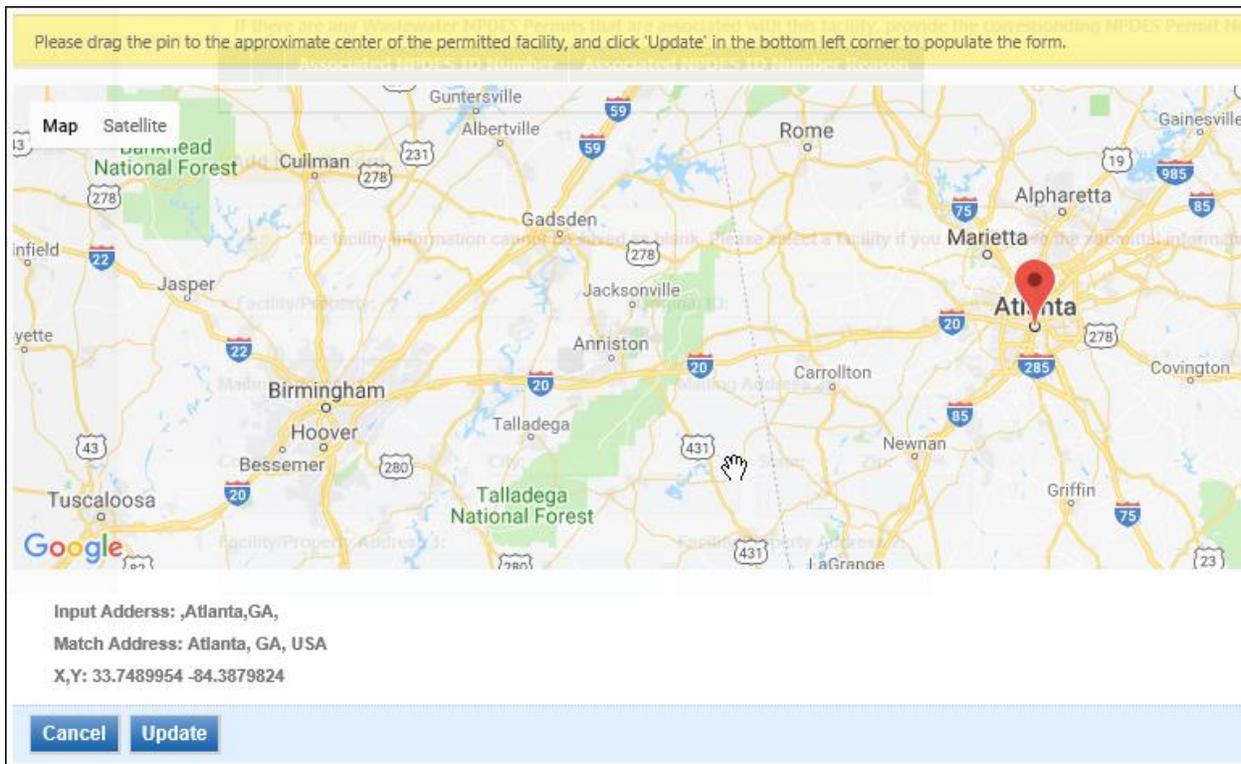
same as 6.1.1.9

**6.1.4 Municipal General Permits<sup>3</sup>/Industrial General Permits<sup>4</sup>/Municipal LAS General Permits<sup>5</sup>**

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

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

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



**6.1.4.2 Attachment**

Same as 6.1.1.8.

**6.1.4.3 Submission**

same as 6.1.1.9

<sup>3</sup> The Municipal General Permits include GAG820000 (Pesticide), GAG640000 (Backwash), GAG550000 (PID), GAG960000 (Gwinnett), and GAG600000 (City of Pooler).

<sup>4</sup> The Industrial General Permits include GAG100000 (Sediment Pond), GAG200000 (Non-Contact Cooling Water), and GAG300000 (Mining).

<sup>5</sup> The Municipal LAS General Permits include GAG278000 (Large Community Systems) and GAG620000 (Septage).



### 6.1.5 General Permits for CAFO

#### 6.1.5.1 Submit General Permits for CAFO

Based on the facility type of ownership, the CAFO application allows four different permit types - CAFO Individual NPDES Permit, CAFO General Permit GAG920000 (LAS Medium - 301-1000 AU), CAFO General Permit GAG930000 (NPDES), and CAFO General Permit GAG940000 (LAS Large >1000 AU). Among the four permit types, the Individual NPDES Permit and GAG930000 share the same application forms while the GAG920000 and GAG940000 share the same application forms.

Please select an Application Type

★ Facility Type of Ownership: Please check the applicable box:

CAFO Individual NPDES Permit

CAFO General Permit GAG920000 (LAS Medium - 301-1000 AU)

CAFO General Permit GAG930000 (NPDES)

CAFO General Permit GAG940000 (LAS Large >1000 AU)

---

Exit
Save
Next

Permit Type	Application Forms
CAFO Individual NPDES Permit	Part I Form and 2B Form
CAFO GAG920000 (LAS Medium)	LAS CAFO NOI Form
CAFO GAG930000	Part I Form and 2B Form
CAFO GAG940000 (LAS Large)	LAS CAFO NOI Form

#### 6.1.5.2 Attachment

Same as 6.1.1.8.

#### 6.1.5.3 Submission

same as 6.1.1.9

### 6.1.6 Industrial Pretreatment

#### 6.1.6.1 Submit Industrial Pretreatment Application

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

In Section III – Facility Operational Characteristics, question 3 will only be displayed for users subject to total toxic organic (TTO) requirements. To fulfill this requirement, system automatically identifies user whose facilities are subject to the requirements in 40 CFR Parts 413, 433, 464, 465, 467, 468, and 469 in Section V – Facility Operations.



**SECTION V. FACILITY OPERATIONS**

Please select all (if any) applicable industrial categories for any processes that your facility employs (regardless of whether they generate

**Add New Record**

\* 1. Provide a brief description of each of the operations that generate the wastewater at this facility including primary prod

\* 2. Is the applicable Subpart based on production?  
 Yes  No  NA

**3. For Categorical Industrial Users subject to total toxic organic (TTO) requirements. Please ans**

\* 3.a Does (or will) this facility use any of the toxic organics listed under the TTO standard of the applica  
 Yes  No

\* 3.b Has a Baseline Monitoring Report been submitted to EPD which contains TTO information?  
 Yes  No

\* 3.c Has a Toxic Organics Management Plan (TOMP) been developed and retained on site?  
 Yes  No

In Section X – Non-Discharged Wastes, question 2 and question 3 regarding the off-site facility and waste hauler information will only be displayed for users who actually fill in the off-site data in question 1. These two questions will not be displayed at all if no off-site treatment facility is involved at all.

**SECTION X. NON-DISCHARGED WASTES**

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

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

	Waste Generated	Quantity (per year)	Disposal Method	Treatment Facility
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Off-site <input type="button" value="v"/>

**Add New Record**

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



**SECTION XI. CHARACTERISTICS OF DISCHARGE**

\* 1. Please indicate whether the effluent discharge analysis was based on one of the following.  
 Projection  Actual wastewater  Wastewater from similar type discharge

\* 2. All applicants must provide analytical wastewater effluent data in the following table. Data must be representative of the effluent waste stream and analyzed using a sufficient number of samples. The table below is not an all-encompassing list. It is the responsibility of the applicant to ensure the effluent discharge has been adequately characterized and the appropriate parameters are included.

+	Outfall Number	PART A	PART B	PART C		
×	<input type="text"/>	<input type="button" value="Part A"/>	<input type="button" value="Part B"/>	<input type="button" value="METALS, CYANIDE, AND TOTAL PHENOLS"/>	<input type="button" value="VOLATILE COMPOUNDS"/>	<input type="button" value="ACID COMPOUNDS"/>
				<input type="button" value="PESTICIDES"/>		

**6.1.6.2 Attachment**

Same as 6.1.1.8.

**6.1.6.3 Submission**

same as 6.1.1.9

**6.1.7 Underground Injection Control**

**6.1.7.1 Submit Underground Injection Control Application**

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

**Please select an Application Type**

Industrial Underground Injection Control Class V Injection Well Permit Application with Checklist  
 Industrial Underground Injection Control Class V Mixed Waste Nondomestic Septic System

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



SECTION VI. UIC PERMIT APPLICATION CHECKLIST					
REQUIREMENTS	CODE SECTION	INCLUDED	NOT INCLUDED	NOT APPLICABLE	COMMENTS(e.g. reference pg.no. in report)
1. Name, mailing address and facility location	391-3-6-.13 (11) (C)1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Name and address of the owner/operator if different than the facility	391-3-6-.13 (11) (C)2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Proposed or existing injection rate and injection pressure or gravity flow	391-3-6-.13 (11) (C)5.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. The chemical, physical and radioactive characteristics of the injected fluid	391-3-6-.13 (11) (c)6.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. A diagram detailing the construction of existing and/or proposed injection wells	391-3-6-.13 (11) (C)4.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Activities requiring the applicant to apply for a UIC permit	40 CFR 144.31 (e)(1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7. Up to 4 SIC Codes describing the principle products of the facility	40 CFR 144.31 (e)(3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8. Status as Federal, State, private, or public entity	40 CFR 144.31 (e)(4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9. Is the facility located on Indian Lands	40 CFR 144.31 (e)(5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10. A listing of all permits or construction approvals received or applied for under any of the following programs:					

**6.1.7.2 Attachment**

Same as 6.1.1.8.

**6.1.7.3 Submission**

same as 6.1.1.9

**6.1.8 Underground Injection Control Pilot Test**

**6.1.8.1 Submit Underground Injection Control Pilot Test Application**

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

**6.1.8.2 Attachment**

Same as 6.1.1.8.

**6.1.8.3 Submission**

same as 6.1.1.9

**6.1.9 Environmental Review Process for Projects Funded By GEFA**

**6.1.9.1 Submit Environmental Review Process For Projects Funded By GEFA Application**

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



\* Facility/Property:

Facility Name:

Mailing Address 1:  Mailing Address 2:

County:  City:  State:  Zip:

Facility/Property Address 1:  Facility/Property Address 2:

County:  City:  State:  Zip:

\* Latitude:  \* Longitude:

After creating the new facility, the public user's name (RO's name) will be displayed right next to the facility name. The system will also link this new facility with this RO automatically in the backend.

Facility Information

\* Facility Name:

\* Facility/Property Address 1:  Facility/Property Address 2:

\* County:  \* City:  \* State:  \* Zip:

\* Latitude:  \* Longitude:

Same as Facility/Property Address Above

Mailing Address 1:  Mailing Address 2:

County:  City:  State:  Zip:



Once the new facility gets created, the public user will also be able to update the detailed information by clicking the “Update Facility” button. Once the public user clicks this button, the facility detailed information will be displayed on the pop-up window with all previously entered facility information automatically populated.

**\* Facility/Property:**

Test Facility (wpb ater) Create New Facility Update Facility

**Facility Name:**  
Test Facility

**Mailing Address 1:** 123 Main st **Mailing Address 2:**

**County:** Fannin **City:** Atlanta **State:** GA **Zip:** 30032

**Facility/Property Address 1:** 123 Main st **Facility/Property Address 2:**

**County:** Fannin **City:** Atlanta **State:** GA **Zip:** 30032

**\* Latitude:** 33.673938 **\* Longitude:** -84.442195 Display/Update Lat/Long on Map

**6.1.9.2 Attachment**

Same as 6.1.1.8.

**6.1.9.3 Submission**

same as 6.1.1.9

**6.1.10 WLA Request Form**

**6.1.10.1 Submit WLA Request Form**

There are three request types for the WLA application – expansion, relocation, and new discharge. The WLA requires the applicant to enter any fields that contain an

icon. The facility list will populate based on the users’ right to prepare the application for their associated facilities.

**NPDES WLA REQUEST FORM (APP ID: 758)**

You have to enter all required fields to go next. If you want to continue to work on the form and leave required fields blank for now

**Application Information**

**\* WLA Request Type:**  
 Expansion  Relocation  New Discharge

**\* NPDES Permit No.:**  
GAU020114 x

**\* Facility:**  
CITY OF JASPER (jason fan)

**Mailing Address 1:** 450 MOUNTVIEW DRIVE **Mailing Address 2:**

**County:** Pickens **City:** Jasper **State:** GA **Zip:** 30143

**Facility Address 1:** 450 Montview Rd **Facility Address 2:**

**County:** Pickens **City:** Jasper **State:** GA **Zip:** 30143

**Latitude:** 34.4548109 **Longitude:** -84.4151279 Display Lat/Long on Map



### WLA General Application Information

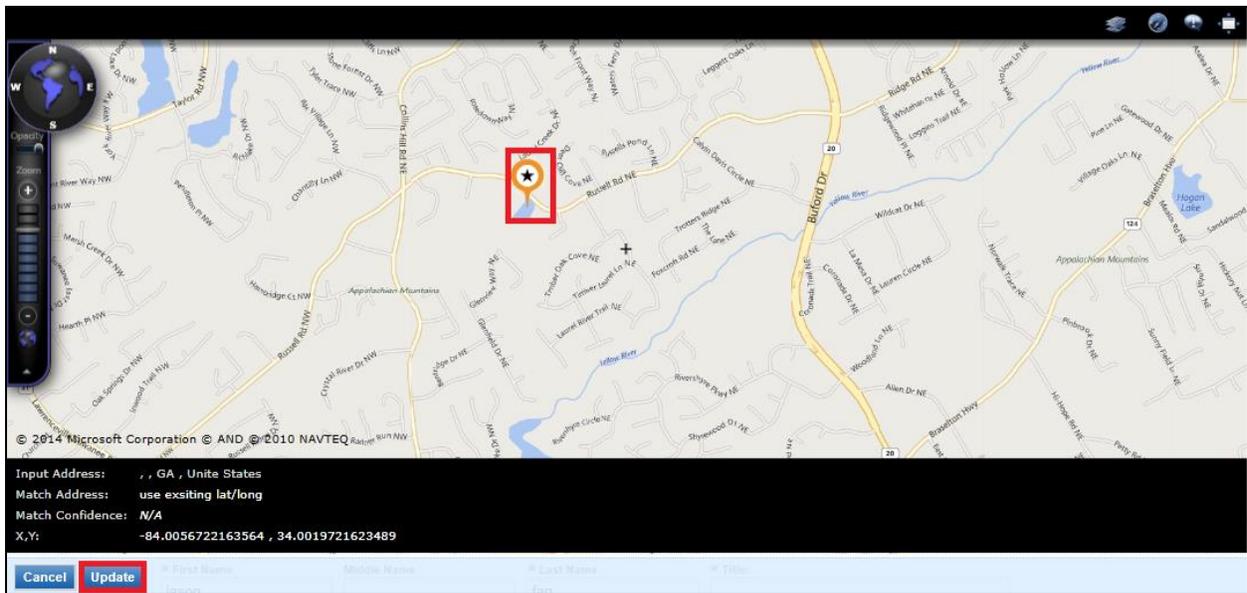
GEOS provides a GIS function so that the applicant can view the location of the facility selected in order to verify that the facility selected is correct.

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

Upload Map showing discharge location(s)					
Receiving Water:	River Basin:	County:	Latitude:	Longitude:	Get Lat/Long
1. Discharge location 1	Coosa	Bibb			Get Lat/Long
2.					Get Lat/Long
3.					Get Lat/Long

### WLA Outfall Locations

The user can click on the ‘Get lat. /long’ button and move the cursor to the desired location. Once the desired location is selected, the user can click the ‘Update’ button to populate the lat. /long with the pinpoint location’s lat. /long.



### WLA Mapping Utility

Latitude:	Longitude:	Get Lat/Long
34.001972162348856	-84.005672216356444	Get Lat/Long

### Lat. /Long Field Population

The WLA application provides dynamic features and will adjust based on the need of the applicant. For example, if the facility has both domestic and industrial discharge, the field will appear for the applicant to specify the proportion.

★ Discharge Type:	<input type="radio"/> Domestic	<input type="radio"/> Industrial	<input checked="" type="radio"/> Both
★ If both, proportion Domestic:	Industrial:	<input type="text"/>	

### WLA Dynamic Features

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



**Applicant Contact Information**

* First Name	Middle Name	* Last Name	* Title:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Telephone Number:	* Email		
<input type="text"/>	<input type="text"/>		

**WLA Applicant Contact Fields**

**6.1.10.1.1 Attachment**

Same as 6.1.1.8.

**6.1.10.1.2 Submission**

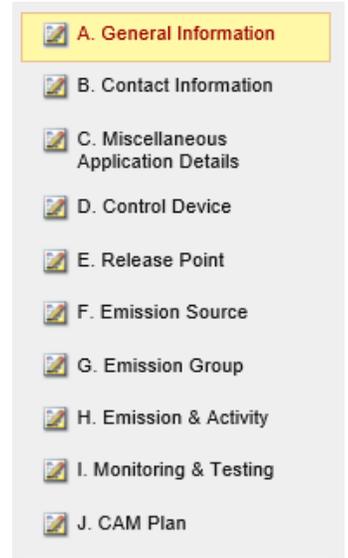
Same as 6.1.1.9.



## 6.2 Submit for Title V Application

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

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



Title V Navigation Wizard

### 6.2.1 General Information

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

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

In 'General Information', the user will begin by describing the project followed by selecting the application type and selecting the facility.

**A. GENERAL INFORMATION (APP ID: 757)**

Please fill out the form below.

**A. GENERAL INFORMATION**

Construction or Modification Date:

\* Project Description:

**A.1. APPLICATION INFORMATION**

\* Application Processing (Fees Apply to Expedited):  Standard  Expedited

\* Application Reason

- Initial Title V Operating Permit
- Renewal of Existing Operating Permit
- Modification of Existing Title V Permit
- Administrative Permit Condition Changes
- Name or Ownership Change

\* Application Submitted for:

- All facilities under common control at a Part 70 site.
- Title V application for a facility within a Part 70 site.

Describe facility at a Part 70 site covered by the application

List out other facilities included in a Part 70 site

Title V General Information



By selecting the different application reasons, the form will alter based on the application needs. In the instance of selecting 'Modification of Existing Title V Permit', the previous description box was altered to a drop down menu for 'Application Type' and a 'Summary of all the Modifications being made' field box.

**A.1. APPLICATION INFORMATION**

\* Application Processing (Fees Apply to Expedited):  Standard  Expedited

\* Application Reason  Initial Title V Operating Permit  
 Renewal of Existing Operating Permit  
 Modification of Existing Title V Permit  
 Administrative Permit Condition Changes  
 Name or Ownership Change

\* Application Type:  ▼

\* A Summary of all the Modifications being made:

**Title V Application Reason Selection**

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

\* Does your facility have less than 100 employees?  Yes  No

\* SIC Code:  ▼

\* NAICS Code:  ▼

\* Facility Description:

**Title V Application Description**

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

Applicable Rule(s)

Description:  Rule:  Rule Type:  ▼

**Title V Rule Search Tool**

**A.2.1 FACILITY WIDE REGULATORY APPLICABILITY**

1 - 1 of 1 item(s)

Delete	Rule Type	Rule Code	Description
	NSPS(Part 60)	RRR	Standards of Performance for Volatile Organic Compound Emissions From Synthetic Organic Chemical Manufacturing Industry (SOCMI) Reactor Processes



### Title V Rule Grid view

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

A.2.2 Facility Wide Criteria Air Pollutant(CAP) Emissions								
	CAP Pollutant Code	Potential to emit value(tpy)	Allowable Limit Requested?	Allowable Limit(tpy)	Past Max Actual Annual(tpy)	Date Start of past max actual	Date End of past max actual	Future Max Actual Annual
✓ ✗	Ammonia	5	Yes	3	3	07/01/2014	07/06/2016	3

**Add New Record**

### Title V CAP Grid View

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

**A.3. Title VI Level**

Does our facility have any air conditioners or refrigeration equipment that uses CFC's, HFC's or other stratospheric ozone-depleting substances listed in 40 CFR Part 82, Subpart A, Appendices A and B?

Does any air conditioner or any piece of refrigeration equipment contain a refrigerant charge of greater than 50 lbs?

Description of the Title VI Equipment	Number of Title VI equipment type on site

**Add New Record**

### Title VI Options

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

### 6.2.2 Contact

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

Contact Information

**Contact Detail Information**

\* First Name:  \* Last Name:  Job Title:

\* Responsibility:  \* E-mail:

\* Phone Number (Ext.):  \* Fax:

Address Line 1:  Address Line 2:

City:  State:  Zip:

**Save** **Cancel**



### 6.2.3 Miscellaneous Application Details

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

**C.1.1 Insignificant Activities**

Unless otherwise required by the Director, the following air pollutant sources/activities must be listed, but need not be described in detail, in the Part 70 permit application. Exclusion of these emissions from detailed reporting does not exclude them from inclusion in any applicability determination. Additionally, this insignificant listing may not be used to avoid any applicable requirement (i.e. NESHAP, NSPS, etc.) as defined in 40 CFR Part 70.2.

No items found. Please try again.

**Associate Insignificant Activity**

---

**C.1.2 Insignificant Activities based on Emissions Levels**

These Emission Units or Activities are not listed elsewhere in the application and whose potential emissions are:

**1) less than 10,000 lb. per year of any regulated air pollutant**

Insignificant Activity	Quantity	Comment

**Add New Record**

**2) less than 1,000 lb. per year of any regulated HAP and less than 2,500 lb. per year of any combination of regulated HAPs**

Insignificant Activity	Quantity	Comment

**Add New Record**

### 6.2.4 Control Device

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

Control Device

**Control Device Detail Information**

**General Information**

\* Device Type: Filter Media \* Control Unit ID: \* Control Unit Name:

\* Description:

\* Manufacturer: Model Number: Date Manufactured/Reconstruction: Installation Date:

Installation Date Description:

Operating Status of Equipment: Operating Status Date:

\* Reason for Operation of this control device: To comply with state or federal rule Other operating reason:

**Operating Parameters**

\* Media Type: Baghouse

\* Number of Bags(if applicable): \* Inlet Dew Point Temperature: \* Inlet Gas Temperature:

As the user will notice while choosing certain control device options, the input parameters might change depending on the control device type selected by the user. As in this case, when the media type was changed from ‘Bag House’ to ‘Bin Vent’, the input parameters were altered to fit the control device’s media type requirement.

**Operating Parameters**

\* Media Type: Bin Vent

\* Is the filter medium used in this control device disposable?  Yes  No

\* Filter replaced every: Hours

\* Pressure Drop: in w.c.

\* Number of Cartridges:

Filter Media Options Selection



Every single control device requires a pollutant to be associated with them. In this case, the pollutant selected in ‘General Information’ will be displayed. The user will need to also define the control efficiency of the control device for the particular pollutant(s).

**Control Device**

**Controlled Pollutant**

Pollutant Code:  Pollutant Name:  Pollutant Type:

1 - 1 of 1 item(s)

	Pollutant Code	Pollutant Name	Pollutant Type	Cas. No.	Unit Code
<input type="checkbox"/>	NH3	Ammonia	CAP1		

\* Control Efficiency:

### Control Device Pollutant Selection

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

### 6.2.5 Release Point

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

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

**Release Point Information**

**Release Point Detail Information**

\* Release Point ID:  \* Release Point Name:  \* Release Point Type:

\* Stack Height (ft):  \* Stack Diameter (ft):

\* Exit Gas Velocity (ft/min):  \* Exit Gas Flow Rate (ACFM):  \* Exit Gas Temperature (Fahrenheit):

Fence Line Distance (ft):

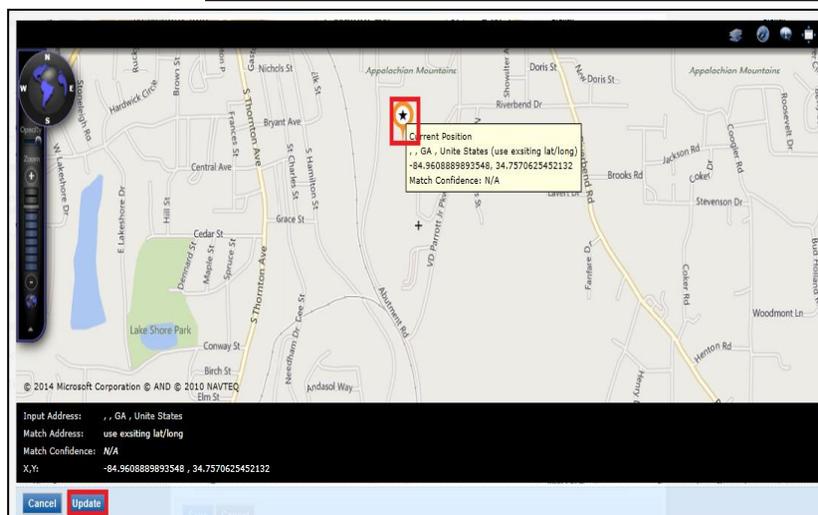
\* Latitude Measure:  \* Longitude Measure:

\* Elevation (ft):  Horizontal Accuracy Measure:  Horizontal Collection Method:  Horizontal Reference Datum:

Geographic Comment:

Comments:

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





### Title V Mapping Utility

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

* Latitude Measure: 34.757062545213167	* Longitude Measure: -84.9608889893548
-------------------------------------------	-------------------------------------------

#### Lat. /Long Display

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

### 6.2.6 Emission Source

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

The screenshot shows the 'Emission Source' form with the following sections:

- General Information:**
  - Emission Unit Type:
  - Emission Source Identifier:
  - Emission Source Name:
  - Description:
  - Manufacturer:
  - Model Number:
  - Date of Manufacture/Reconstruction/Modification:
  - Installation Date:
  - Installation Date Description:
  - Operation Status of Equipment:
  - Operation Status Date:
- Equipment Type:**
  - Choose the crusher, mill, or grinder type:  Hammermill  Jaw  Rod  Roller  Cone  Ball Crusher  Gyratory  Other
  - Is the unit heated?  Yes  No
- Specific Materials Crushed:**

Material Name	Material Description	Maximum Hourly Rate (Tons/Hr)	Moisture Content (Percentage)
<b>Add New Record</b>			
<input type="text" value="Comments"/>			

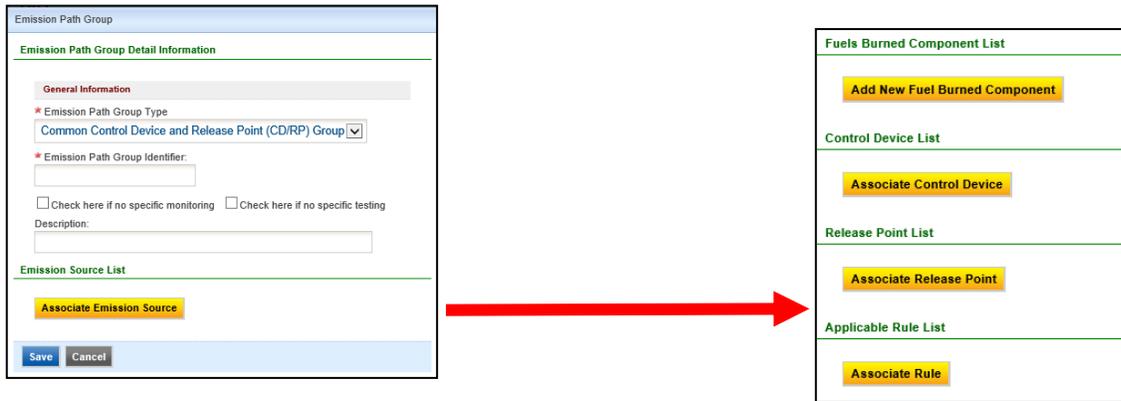
Once the basic emission source information is filled, a new section will open up where the user will need to ‘Add New Fuel Burned Component’, ‘Associate Control Device’, ‘Associate Release Point’, and ‘Associate Rule’.

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

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

### 6.2.7 Emission Path Group

The next section ‘Emission Path Group’ allows the user to associate emission sources that have the same emissions path. This section also allows the user to specify if testing and monitoring are needed for a particular emissions path. The checked boxes indicate that either the testing and/or the monitoring can be omitted in ‘Monitoring and Testing’.



For facilities that have several 'Single Emissions Path', GEOS provides a feature in which the user can check the entire remaining unassociated emissions source and set them as 'Single Emissions Path'.

**Unassociated Emission Source List**

1 - 1 of 1 item(s)

Select	Emission Source ID	Type	Installation Date	Description
<input checked="" type="checkbox"/>	E0392	Crushing, Milling & Grinding		

**Save selected sources as single emissions path**

### Emission Path Group Unassociated Emission Source

#### 6.2.8 Emission and Activity

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

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

1 - 2 of 2 item(s)

Select	View/Edit	Delete	Edit Apportionment	Pollutant	Emission Limit/Standard	Max. Actual Emissions (TPY)	Potential Emissions (TPY)	Calculation Method	Voluntary limit?	Compliance Status
<input type="checkbox"/>				Ammonia	4			none	N	No
<input type="checkbox"/>				Ammonia	4			none	N	No

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

### Emission & Activity Grid View

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



### 6.2.9 Monitoring and Testing

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

1 - 2 of 2 item(s)							
Monitoring	Testing	Emission Path Group ID	Emission Path Group Type	No specific monitoring?	No specific testing?	Specified Monitoring Entered?	Specified Testing Entered?
		1	Facility-Wide Group	Yes	Yes	No	No
		SEP E0392	Single Emissions Path (SEP)	No	No	No	No

**Monitoring and Testing Grid View**



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

Monitoring List Information

Monitoring Detail for Emission Path Group (1)

Pollutant Code:  Pollutant Name:  Pollutant Type:

1 - 1 of 1 item(s)

<input type="checkbox"/>	Pollutant Code	Pollutant Name	Pollutant Type	Cas. No.	Unit Code
<input type="checkbox"/>	NH3	Ammonia	CAP1		

\* Monitoring Method:

\* Monitoring Location:

Monitoring Average Time:  Data Acquisition Frequency:  \* Reporting Frequency:

\* Type of Record:

Applicable Regulation:

1 - 1 of 1 item(s)

Select	Rule Type	Rule	Description
<input type="checkbox"/>	NSPS(Part 60)	RRR	Standards of Performance for Volatile Organic Compound Emissions From Synthetic Organic Chemical Manufacturing Industry (SOCMI) Reactor Processes

Applicable Emission Source:

0768

Comments/Parameters Monitored/Explanation for Other:

Monitoring and Testing Form Display

### 6.2.10 CAM Plan

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

CAM Plan

CAM Plan Details

CAM Plan ID:  \* CAM Basis:

\* Emission Source with Control Device:

\* Control Device:

\* Pollutant:

CAM forms will be uploaded in the Attachments section of the Application.

Comments:

CAM Plan Form

### 6.2.11 Attachment

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

Attachment

Building Layout (Overhead View) (Required)  Online  Mail  Other  N/A

(Please upload one file at a time. Repeat the Upload process if you have multiple files.)

Attachment description:

Plan Site Map (Required)  Online  Mail  Other  N/A

Please mail to:

Georgia Department of Natural Resources  
2 Martin Luther King Jr. Drive Suite 1456, East Tower  
Atlanta GA 30334  
Please provide your documentation to the Housing Department

Attachment description:

General Area Map (Required)  Online  Mail  Other  N/A

Attachment description:

## Title V Supplement Attachments



### 6.2.12 Data Validation

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

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

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

**VALIDATION (SUBMISSION ID: 757)**

Review your Application and any Attachments. Save any changes you make before returning to this page. Proceed to Submission by clicking NEXT.

---

**Application Form(s) Summary**

- ✓ Online A. General Information
- ✓ Online B. Contact Information
- ✓ Online C. Miscellaneous Application Details
- ✓ Online D. Control Device
- ✓ Online E. Release Point
- ✓ Online F. Emission Source
- ✓ Online G. Emission Group
- ✓ Online H. Emission & Activity
- ✓ Online I. Monitoring & Testing
- ✓ Online J. CAM Plan

**Attachment(s) Summary**

- ✓ Attachment

### 6.2.13 Submission Receipt

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

**Certification Receipt**

Certification Statement: \_\_\_\_\_

Certification Question: \_\_\_\_\_

Certification Question Answer: \_\_\_\_\_

PIN Number: \_\_\_\_\_

Responsible Officer: **jason fan**

Sender IP Address: **192.168.88.236**

**Submission Receipt**



### 6.3 Submit Land Branch Applications

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

Available to Account type	EI Code	Application Type
RO/Owner for Brownfield	BFP	Brownfield Application (PPCAP or PPCSR)
	BFP	Brownfield Cost Certification
	BFP	PPCAP Amendment
	BFP	PPCSR for Approved PPCAP Application
	BFP	Prospective Purchaser Status Report
RO/Owner for Lead-Based Paint and Asbestos	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	Asbestos Contractor License Initial Application
	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 Discipline Training Provider Accreditation
	LEAD	Application for Lead-Based Paint Discipline Certification
	LEAD	Application for Lead-Based Paint Discipline Certification (Spanish worker)
	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	Application for RRP Training Provider Application
RRP	RRP Pre-Post Training Notification	
RO/Owner for Scrap Tire	ST-BR	Scrap Tire Beneficial Reuse Project Application
	ST-CR	Tire Carrier Bond
	ST-CR	Tire Carrier Decals Order Form
	ST-CR	Tire Carrier Permit
	ST-CR	Tire Carrier Letter of Credit



Available to Account type	EI Code	Application Type
	STGN	Retail Tire Dealer / Scrap Tire Generator ID Number Application
	STGN	Tire Fee Report
	STP	Out-of-State Scrap Tire Processor Approval Application
	STP	Scrap Tire Processor Bond
	STP	Scrap Tire Processor Letter of Credit
	STP	Scrap Tire Processor Permit Application
	STP	Scrap Tire Processor Pre-Application
	STR	Tire Retreader Registration
	STS	Scrap Tire Sorter Permit
	STS	Scrap Tire Sorter Quarterly Report
RO/Owner for Trust Fund Reimbursement Request	GUST	UST – GUST Trust Fund Application
	SWTF	Local Government Scrap Tire Abatement Reimbursement Report
	SWTF	Local Government Scrap Tire Abatement Reimbursement Application
	HWTF	Hazardous Waste Trust Fund - Request for Reimbursement
	HWTF	Hazardous Waste Trust Fund - Request for Advance
RO/Owner for Underground Storage Tank	UST	GUST Trust Fund Request for Reimbursement
	UST	UST - CAP-Part B System Installation Report
	UST	UST - CAP-Part B System Startup Report
	UST	UST - Closure Report
	UST	UST - Completion Report
	UST	UST - Corrective Action Plan - Part A
	UST	UST - Corrective Action Plan - Part B
	UST	UST - GUST Trust Fund Application
	UST	UST - Monitoring Only Report
	UST	UST - Progress Report
	UST	UST - Release Notification
	UST	UST - Site Investigation Summary Report
	UST	UST - Storage Tank Registration Form
	UST	UST - Task Order Form
RO/Owner for Hazardous Waste Fee	HWM	HWM Fee Invoice Report
RO/Owner for Hazardous Substance Fee	HSR	HSR Fee Invoice Report
RO/Owner for	VRP	Voluntary Investigation and Remediation Plan Application



Available to Account type	EI Code	Application Type
Voluntary Remediation Program	VRP	VRP Progress Report
	VRP	VRP Compliance Status Report
	VRP	Miscellaneous Correspondence
RO/Owner for Solid Waste Program	SW	SW01. Notification of Permit-by-Rule Operation
	SW	SW02. Request for Minor Modification To Solid Waste Handling Permit
	SW	SW03. Solid Waste Handling Permit Application
	SW	SW04. Design and Operations Plan
	SW	SW05. Public Participation and Additional Documentation
	SW	SW06. Financial Assurance
	SW	SW08. Remaining Capacity Report
	SW	SW09. Solid Waste Disposal and Recycling Report
	SW	SW10. CCR Unit - Application for Solid Waste Handling Permit
	MM	SW11. Periodic Methane Monitoring Report
	GM	Groundwater Document Submittal Form



## 6.4 Submit GEOS-NOI Applications

### 6.4.1 RO Account Types and Associated Submittal Types

RO Account Type	RO Account Type Description	Submittal Type
RO/Owner for Storm Water Construction	RO/Owner for Storm Water Construction	Stormwater Construction General Permit
		Construction NOI Sampling Report
RO/Owner for Storm Water Industrial	RO/Owner for Storm Water Industrial	Stormwater Industrial General Permit
		GAR 050000 Annual Report

### 6.4.2 Submit Fee Payment

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

**CREATE ACCOUNT**

For a public user to create a new user account. (\*) Denotes a required field.  
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** field below.

\* Account group:  Fee Payment  Prepare  Responsible Official

\* Account type:

Responsible Official for NPDES     Responsible Official for TitleV     Responsible Official for SIP     Fee Payment

RO/Owner for Scrap Tire     RO/Owner for Brownfield     RO/Owner for Lead-Based Paint and Asbestos     RO/Owner for Trust Fund Reimbursement Request

RO/Owner for Storm Water Construction     RO/Owner for Storm Water Industrial     RO/Owner for Underground Storage Tank     RO/Owner for Solid Waste Fee

RO/Owner for Hazardous Waste Fee     RO/Owner for Hazardous Substance Fee     RO/Owner for Voluntary Remediation Program

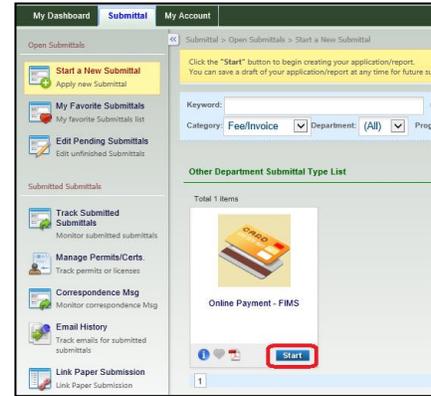
### Register as Fee Payment Account

- Using the login credentials in the email, the User can login and view their GEOS Dashboard. Click on the “Make Online Payment” button to submit a Payment.

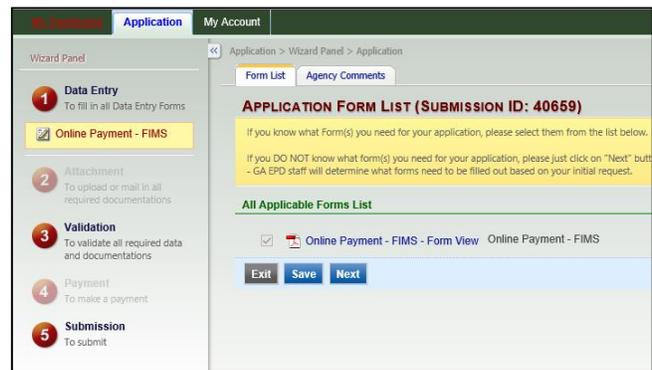
The screenshot shows the GEOS Dashboard interface. At the top, there are navigation tabs for 'My Dashboard', 'Submittal', and 'My Account'. The 'My Dashboard' tab is active. On the left side, there is a 'Start a New Submittal' section with four buttons: 'Apply New Application', 'Submit Non-Permit Report', 'Submit a Complaint', and 'Make Online Payment'. The 'Make Online Payment' button is highlighted with a red rectangle. Below this is a 'Search Account Transaction' section with a 'Search for Transactions' button. At the bottom left is a 'Message Center' section with a 'Submittals' tab and a list of messages: '4 Recent Email(s) for submitted submittals.', '5 payment due submittals.', and '1 amend / revised submittals.'. On the right side, there are two main sections: 'Upcoming Submittal Obligations' and 'Permits / Licenses'. The 'Upcoming Submittal Obligations' section shows a message: 'You don't have Upcoming Submittal Obligation. If you need to create new application/Submittal/Complaint, please select Apply New Application, Submit Non-Permit Report, or Submit a Complaint button on top left of the screen.' Below this are two buttons: 'View All Pending Submittals' and 'View all Historical Submittals'. The 'Permits / Licenses' section shows a message: 'No items found. Please try again.'



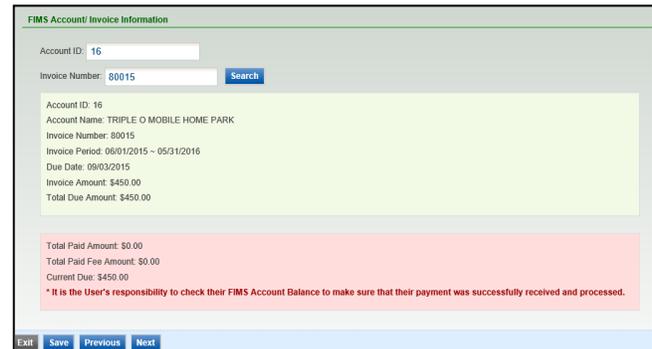
2. Click the 'Start' button to begin an online payment.



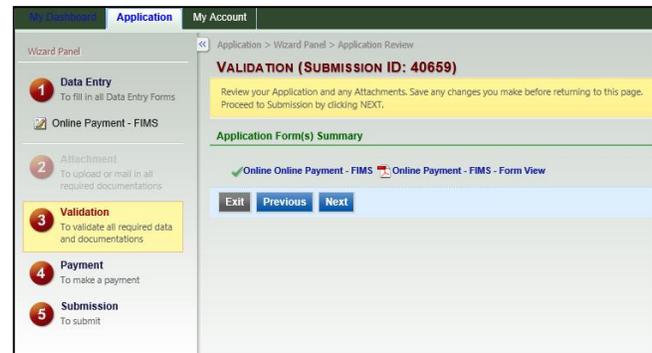
3. Click 'next' to continue to the next part of the wizard.



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



5. Click 'Next' to continue.





- User must select a Payment Method. A User that is making an Online Payment for their invoice will select the eCheck option.

**Outstanding Balance**

Online Payment - FIMS (View Fee Schedule)	<b>\$450.00</b>
FIMS Online Payment	
FIMS Online Payment	\$450.00

**Payment Method**

Fee Amount: \$450.00  
 Amount Due: \$450.00  
**TOTAL PAYABLE: \$450.00**

Payment Method:

\* Account Type:  Bank Name:

\* Routing Number:  \* Account Number:  Bank Account Name:

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

**Application - My Account**

Application - Wizard Panel - Submit

**SUBMIT APPLICATION (APPLICATION ID: 40659)**

Click on the check box below Certification of Submission if you agree with the terms of use described herein and then click on the SUBMIT button at the bottom of this page to complete your application.

**Certification of Submission**

I hereby certify that I am the owner, or authorized agent of the owner, of the described property. Further, I consent to the work to be done as described.

**Security Precautions**

To prevent your information from being used inappropriately, we maintain stringent GEOS's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and **Secure Sockets Layer (SSL) technology**. When you provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, **is not protected by your account security.**

Question: What is the first and middle name of your oldest sibling?  
 Answer:   
 PIN:

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

#### 6.4.2.1 Verify Account Balance

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

- From the GEOS Public Portal Dashboard, the User can view their current FIMS Account Balance by clicking on the 'Search for Transactions' button.



The screenshot shows the GEOS dashboard with the following elements:

- My Dashboard** (selected): Submittal, My Account
- Top right: Hello, John, Help, Logout
- Start a New Submittal** (blue box):
  - Apply New Application
  - Submit Non-Permit Report
  - Submit a Complaint
  - Make Online Payment
- Search Account Transaction** (green box):
  - Search for Transactions** (highlighted with a red box)
- Message Center** (dark grey box):
  - Submittals
    - 4 Recent Email(s) for submitted submittals.
    - 5 payment due submittals.
    - 1 amend / revised submittals.
  - Permits/Licenses
  - No message need your attention.
- Upcoming Submittal Obligations** (green header):
  - Message: You don't have Upcoming Submittal Obligation. If you need to create new application/Submittal/Complaint, please select Apply New Application, Submit Non-Permit Report, or Submit a Complaint button on top left of the screen.
  - Buttons: View All Pending Submittals, View all Historical Submittals
- Permits / Licenses** (green header):
  - Message: No items found. Please try again.

- The User will be prompted for their FIMS Account Number and their FIMS Account Key (or PIN). If you do not have your FIMS Account Key, please contact the relevant GAEPD authority to have your PIN resent.

The screenshot shows the 'FIMS Account Transaction' search results page. It includes a search bar with 'Account ID: 6' and 'PIN Number: qkLJaYPJ'. Below the search bar is a table titled 'FIMS Transaction List' showing 3 items.

Account ID	Account Name	Fee Program	Invoice Number	Transaction Date	Transaction Type	Transaction Amount(\$)
6	GA BAPTIST CHILDREN'S HOME - BAXLEY	Drinking Water		11/24/2015 11:57:00 AM	Payment	-300.00
6	GA BAPTIST CHILDREN'S HOME - BAXLEY	Drinking Water	80005	8/20/2015 6:11:44 PM	Charge	300.00
6	GA BAPTIST CHILDREN'S HOME - BAXLEY	Drinking Water	80005	8/20/2015 6:10:41 PM	BeginBalance	0.00

Close



## 6.5 Pay Drinking Water Invoice

### 6.5.1 Create GEOS Account and Specify Account Type

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

★ Account group:  Fee Payment  
 Preparer  
 Responsible Official  
★ Submittal Group:  
 Finance: Invoice Payment Only

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

### 6.5.2 Make Payment

After registration, users can log into their own GEOS account to make online payment. They may either click on the “Make Online Payment” link on the dashboard, or go to “Submittal” module > Start a new submittal (filtering the category as Fee/Invoice”) to start a payment.

The top screenshot shows the dashboard with tabs for 'My Dashboard', 'Submittal', and 'My Account'. Under 'Start a New Submittal', the 'Make Online Payment' button is highlighted with a red box. A warning message states: 'Warning! - Only one user may access an one browser tab. If multiple users access or tabs, errors and data loss may occur.' The 'Message Center' shows 6 recent emails and 2 payment due submittals. The 'Upcoming Submittal Obligations' section shows a message: 'You don't have Upcoming Submittal Obligations. If you need to create new application/Submit of the screen.' The 'Permits / Licenses' section shows 'No items found. Please try again.'

The bottom screenshot shows the 'Submittal > Open Submittals > Start a New Submittal' page. It includes a 'Start' button to begin creating an application/report. Filters are set to Category: Fee/Invoice, Department: (All), Program: (All), and Submittal Type: (All). A section titled 'Other Department Submittal Type List' shows 'Total 1 items' with a card for 'Online Payment - FIMS' and a 'Start' button.



To make the payment, users may enter the FIMS Account ID and Invoice Number received (from the invoice received from EPD), and click the search button to initiate the request.

Pages: 1 / 2



**GEORGIA**  
DEPARTMENT OF NATURAL RESOURCES

ENVIRONMENTAL PROTECTION DIVISION

**DRINKING WATER INVOICE**

FIMS Account ID:	59
Customer Name:	Test Name
Water System ID:	GA XXXXXXX
Invoice Number:	80058

**Total Due : \$ 12,400.00**

**Bill To:**  
XXX  
XXX, XXX  
Fulton, GA 30023

**Notification:**

Check Water System Information  
[gadrinkingwater.net](http://gadrinkingwater.net)

Account Information:  
**TOTAL AMOUNT DUE ON**

- 1 Data Entry**  
To fill in all Data Entry Forms
- 2 Attachment**  
To upload or mail in all required documentations
- 3 Validation**  
To validate all required data and documentations
- 4 Payment**  
To make a payment
- 5 Submission**  
To submit

Please fill out the form below.  
Don't forget to click the save button or green check mark ✓ for tables to save your input!

**FIMS Account/ Invoice Information**

Account ID:

Invoice Number:

Account ID: 59  
 Account Name: Test Account  
 Invoice Number: 80058  
 Invoice Period: 2015-07-01 ~ 2016-06-30  
 Due Date: 09/03/2015  
 Invoice Amount: \$123  
 Total Due Amount: \$123

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

**PAYMENT (SUBMITTAL ID: 320712)**

Select a payment method; provide the required information and then click on the NEXT button below.

**Outstanding Balance**

Online Payment - FIMS (View Fee Schedule)	\$12,400.00
FIMS Online Payment	
FIMS Online Payment	\$12,400.00

**Payment Method**

Fee Amount:	\$12,400.00
Amount Due:	\$12,400.00
<b>TOTAL PAYABLE:</b>	<b>\$12,400.00</b>

Payment Method:

\* Account Type:  Bank Name:

\* Routing Number:  \* Account Number:  \* Bank Account Name:

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