

GEOS Training for Permit Applications

The Georgia Environmental
Protection Division

GEOS Technical Assistance site: <https://epd.georgia.gov/geos>

What is GEOS?

- The [Georgia EPD Online System \(GEOS\)](#) was introduced as the portal for online electronic permit applications for NPDES Municipal Wastewater Discharge Permits and Title V Air Quality Permits.
- New applications will be added to GEOS over time.

What are the benefits of GEOS?

- Improving Program effectiveness and efficiency.
- Reduced workload for managing data.
- Reduction in printing and mailing costs.
- Gives permittees the ability to track their permit status electronically.

GEOS Website:

This should be your starting point

<http://epd.georgia.gov/geos>

- Training material and documentation
- FAQ
- Training calendar
- Important Links (GEOS testing and live site)
- Information about GEOS

The Overall GEOS Path

1. Understanding GEOS account groups and types.
2. Creating/Managing an account for GEOS.
3. Fill out/Submit application(s) within GEOS.
4. Managing/Tracking Applications within GEOS

Account Groups & Types

GEOS has two account groups and four account types for the regulated community.

| Account Group | Account Type |
|----------------------|--|
| Preparer | Preparer |
| Responsible Official | Responsible official for NPDES, Responsible official for Title V, and Responsible Official for SIP |

Your access to these account types will be determined by the account group you belong to.

New Account Types & Groups

- Starting August 20th, 2015 the new site will now have new Account Groups & Types

★ Account group: Fee Payment Only Preparer Responsible Official
★ Account type: Check this box if you will pay EPD invoice online

★ Account group: Fee Payment Only Preparer Responsible Official
★ Account type: RO/Owner for NPDES RO/Owner for TitleV RO/Owner for Scrap Tire RO/Owner for Brownfields
 RO/Owner for Trust Fund Reimbursement Request
 RO/Owner for Lead-Based Paint and Asbestos Check this box if you will pay EPD invoice online

Fee Payment

- When Account Group is “Fee Payment Only” then the only Account Type is “Check this box if you will pay EPD invoice online”
- When Account Group is “Responsible Official” then you have the option of selecting “Check this box if you will pay EPD invoice online”
- When Account Group is “Preparer” then Account Type is still only “Preparer”

Account Privileges

| User Type | Purpose | Account Privileges |
|---------------------------|--|---|
| Preparer | Prepare applications for facilities as assigned by an RO. | <ul style="list-style-type: none"> • View and prepare applications • Review submitted applications • Track the status of submitted applications • Track issuances |
| Responsible Official (RO) | Certify and submit applications for their associated facilities. | <ul style="list-style-type: none"> • View and prepare applications • Review submitted applications • Track the status of submitted applications • Track issuances • Certify and submit applications • Designate consultants as Preparers for their facility |

Important Notes

- An RO can maintain only one User Account
 - This one account may be assigned RO privileges for certain facilities and preparer privileges for others.
 - An RO can request additional Account Types in the live site
- The types of applications and facilities that the preparer can make applications for are all defined by the RO.
- One RO may be designated as a preparer for another RO.
- For an RO to submit an application, they must first be approved by the EPD as the RO account for that facility.
 - A preparer cannot submit an application, but may prepare applications for a single or multiple ROs with whom they are associated.

Account Creation

- Navigate to <https://geos.epd.georgia.gov/UAT/GEOS/Public>
- Click the “Create a New Account” link on the login page.

Public Login

User name
mperkins.ro

Password
.....

Login

[Need more help?](#)

[Create a new account](#)

[Forgot password?](#)

Release Date: October 17, 2014
Version: 4.0014.1017.25239

Account Creation

- Enter in your personal identification and contact information.
- Any field that contains a * is required and must be filled to continue.
- By placing the mouse over the , a help box will display to provide additional information

CREATE ACCOUNT

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

General Information

If you want to receive SMS messages through a mobile phone, please input your mobile phone No. and select a service provider.

* First Name: * Last Name: * UserName:

Business Name: Job Title:

* Address Line 1:  Address Line 2:

* City: Country: * State: * Zip:

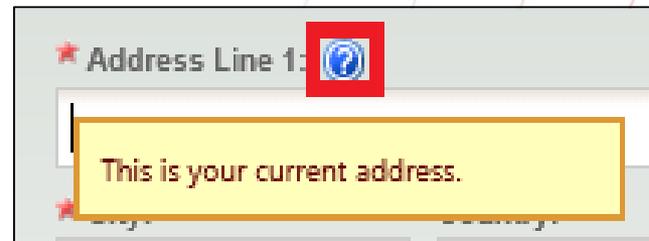
United States GA

* Primary Phone Number: Extension: Mobile Phone Number: Mobile Provider:

I want to receive SMS messages through a mobile phone.

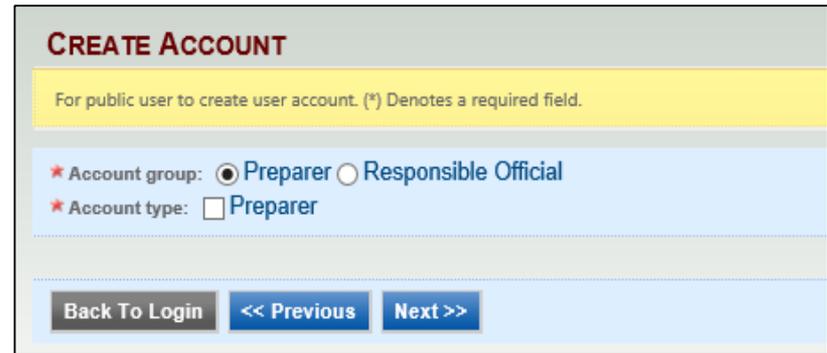
Fax Number: * Email:

Back To Login Next >>



Account Creation

- Select preparer for both account group and account type.
 - Note: We will discuss the RO creation process in a moment



The screenshot shows a web form titled "CREATE ACCOUNT". Below the title is a yellow banner with the text "For public user to create user account. (*) Denotes a required field." The form contains two rows of radio button options. The first row is labeled "Account group:" and has two options: "Preparer" (selected with a filled radio button) and "Responsible Official" (unselected with an empty radio button). The second row is labeled "Account type:" and has one option: "Preparer" (unselected with an empty checkbox). At the bottom of the form are three buttons: "Back To Login" (grey), "<< Previous" (blue), and "Next >>" (blue).

Account Creation

- Next you will need to provide answers to a few security questions. These questions will be used later to retrieve a lost password and used to submit applications.
- Answers are case sensitive!!

CREATE ACCOUNT

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

*** Security Questions**

One of the following security questions will be referenced during the application submission process.

Question 1:
What is the first and middle name of your oldest sibling? ▾
Answer:

Question 2:
What is your birthday? ▾
Answer:

Question 3:
what is the name of the hospital where you were born? ▾
Answer:

Question 4:
what is your best friend's last name? ▾
Answer:

Question 5:
what is the last name of your favorite teacher? ▾
Answer:

[Back To Login](#) [<< Previous](#) [Next >>](#)

Account Creation

- To finalize account creation, a CAPTCHA needs to be verified. Once verified, the account will be created.
- The system will display instructions on how to activate the account so that all features can be opened.



Picture Verification

Enter the characters you see in the picture (case sensitive). The characters are drawn

Nd aZKM

* Enter the characters you see:

[Back To Login](#) [<< Previous](#) [Create Account](#)



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:

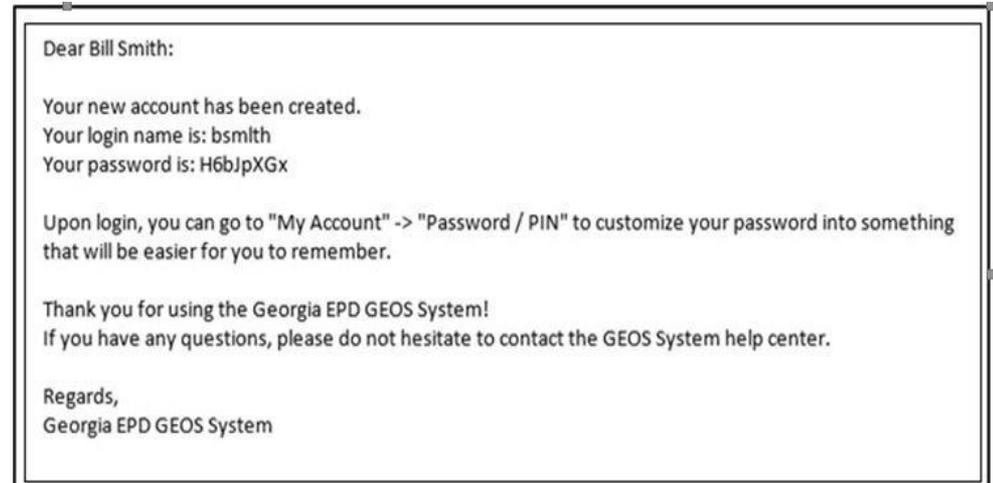
1. If you are registered as a Responsible Official, please print out and mail your signed Subscriber Agreement to EPD. Your "certification and submission" access will be granted after EPD reviews and approves your signatory identity.
2. If you are registered as a Preparer, please inform corresponding 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.

Account Creation

- You will receive an e-mail notification of the account creation with your login name and randomly generated password.
- You can use this information to login into the GEOS Public Portal.



Account Creation

RO Specific

- RO account is essentially the same except for a few minor differences
 - You have to select one or more “Account Types”
 - You have the option to associate one or more facilities with your account. You may choose to do this at a later time.
 - You will be required to print, sign and physically mail a “Subscriber Agreement” for each facility.

Account Creation

RO Specific

- Select the account type reflecting the Application(s) for which you are responsible.
- Click 'Associate New' to choose the name of your associated master facility from the provided list.

CREATE ACCOUNT

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

* Account group: Preparer Responsible Official

* Account type: Responsible Official for NPDES Responsible Official for TitleV

Associated Facility List

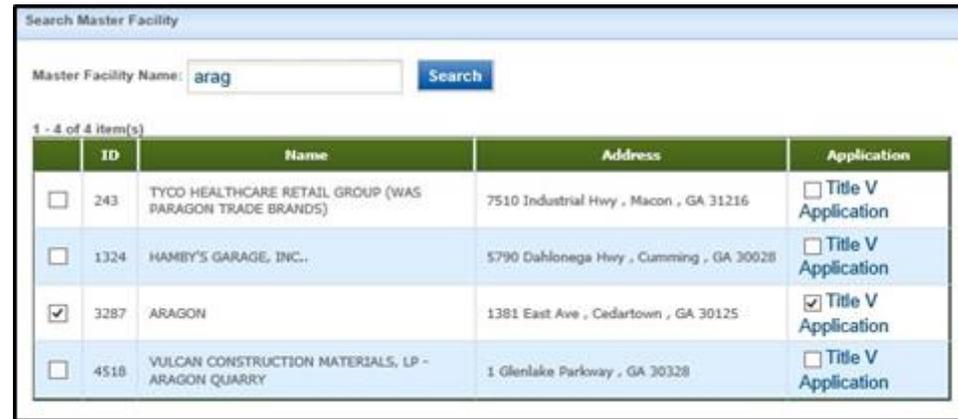
| ID | Name | Address | Application | Status |
|----------------------|------|---------|-------------|--------|
| Associate New | | | | |

[Back To Login](#) [<< Previous](#) [Next >>](#)

Account Creation

RO Facility Association

- After clicking “Associate New” use the Search Master Facility tool to locate your facility
 - Leaving the search field blank and clicking search will return all facilities in the system.
- Check the facility(s) and application(s) for which you are responsible
- If you cannot find your facility(s), EPD will need to add it to the list
 - You may still proceed with your account creation by clicking “Cancel” and then clicking “Next” on the previous screen



Search Master Facility

Master Facility Name:

1 - 4 of 4 item(s)

| | ID | Name | Address | Application |
|-------------------------------------|------|---|---|---|
| <input type="checkbox"/> | 243 | TYCO HEALTHCARE RETAIL GROUP (WAS PARAGON TRADE BRANDS) | 7510 Industrial Hwy , Macon , GA 31216 | <input type="checkbox"/> Title V Application |
| <input type="checkbox"/> | 1324 | HAMBY'S GARAGE, INC. | 5790 Dahlonega Hwy , Cumming , GA 30028 | <input type="checkbox"/> Title V Application |
| <input checked="" type="checkbox"/> | 3287 | ARAGON | 1381 East Ave , Cedartown , GA 30125 | <input checked="" type="checkbox"/> Title V Application |
| <input type="checkbox"/> | 4518 | VULCAN CONSTRUCTION MATERIALS, LP - ARAGON QUARRY | 1 Glenlake Parkway , GA 30328 | <input type="checkbox"/> Title V Application |

Account Creation

RO Subscriber Agreement

- The RO is required to print, sign and mail a Subscriber Agreement to EPD
- Click the “Print Subscriber Agreement” link, GEOS will auto-fill the subscriber agreement form.

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:

1. 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.
2. 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.

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

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 #: | GA0026182-0 |
|------------------|------|----------------|--------|-----------|-------------|

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

Notes to EPD (Optional unless Inactivating):

RO Delegation of Authority

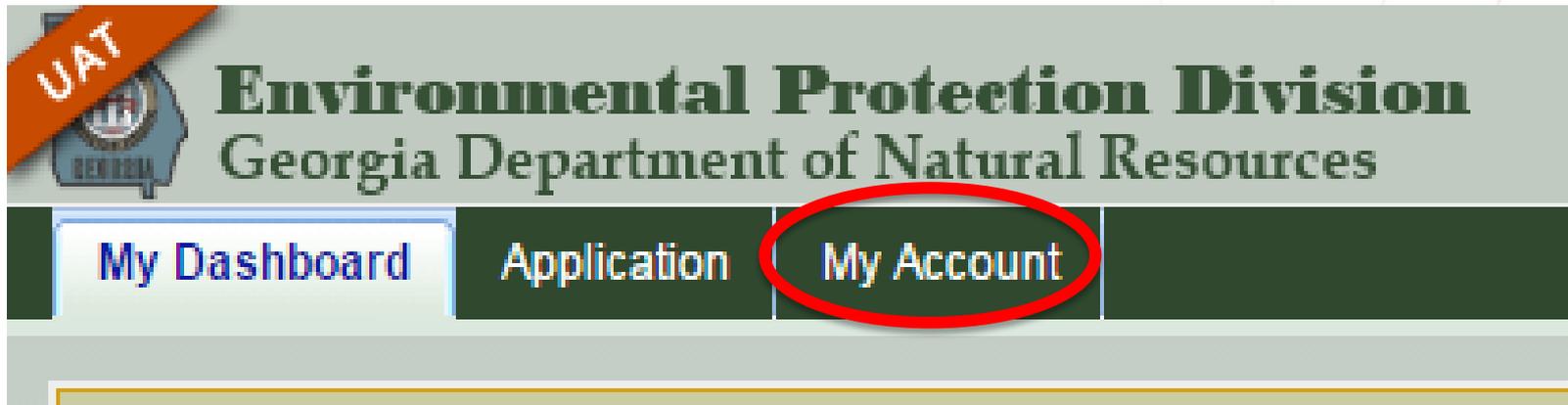
- It is possible for a Responsible Official (RO) to delegate their authority for permit submissions to another individual.
- This can be done using the 'RESPONSIBLE OFFICIAL AUTHORIZATION OF DELEGATION' form which can be found on the EPD GEOS technical assistance site here: <http://epd.georgia.gov/geos/documents/responsible-official-authorization-delegation>
- There are plans for the ability to delegate authority to be added within the GEOS system in a future release.

Account Creation Time

- Please take a few minutes to create your account.
- Once you have created your account please send via the 'Chat' tool the email address that you used so that we can associate you with a facility
- While we are associating everyone we will launch a quiz

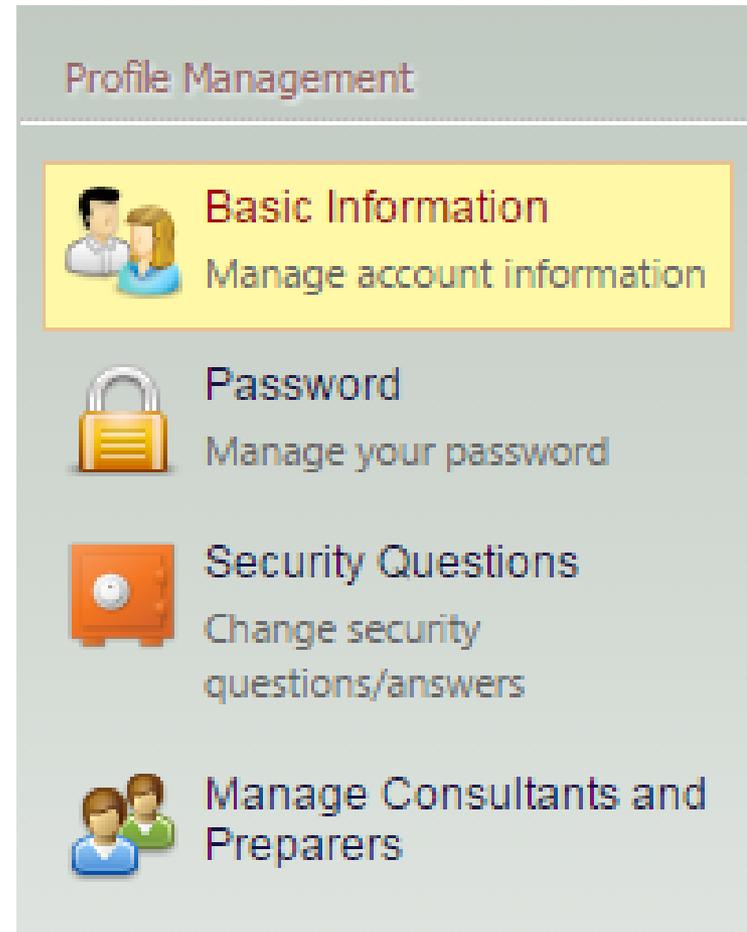
Managing Account Settings

- It's important to keep your information up to date in GEOS. You can manage your account information by clicking 'My Account' in the menu bar:



Managing Account Settings

- In 'Basic Information', you can change your name and contact information
- Click the 'Password' and/or the 'Security Questions' links to modify these settings.
- If you are an RO you are to review and edit consultant information by clicking the 'Manage Consultants and Preparers' link



Basic information section

- Depending on your Group and Type, you will see multiple tabs such as 'General Information', 'Address Information', 'Associated RO', 'Associated Facilities' and 'Attachment'.
- The 'General Information' and 'Address Information' allow for updating and managing these data items.
- If you are a preparer, the 'Associated RO' tab allows you to see RO and facility information as well as permission level and application types.
- If you are an RO, the 'Associated Facilities' tab allows you to see your facilities as well as associate a new facility for which you will serve as a Responsible Official.
- The 'Attachment' tab will allow you to upload documents.

Password Section

- This section contains two tabs one allows you to change your password the other allows you to change your PIN or request a new PIN.
- There is a Forgot Password on the Login Page.
- Changing the PIN and Requesting a new PIN are two separate actions.

The screenshot shows a web form titled "Change PIN". At the top, there is a green header with the text "Change PIN". Below the header is a light green instruction: "If you don't need to request/change your PIN, please leave it blank." The form contains three input fields: "Old PIN:", "New PIN:", and "Confirm New PIN:". Below the input fields are two buttons: a blue "Save PIN" button and a red "Request New PIN" button. A red arrow points from the text "Requesting a new PIN" in the list to the "Request New PIN" button. A blue line with arrows at both ends connects the "New PIN:" and "Confirm New PIN:" fields to the "Request New PIN" button, indicating that these fields are used for that action.

Security Questions Section

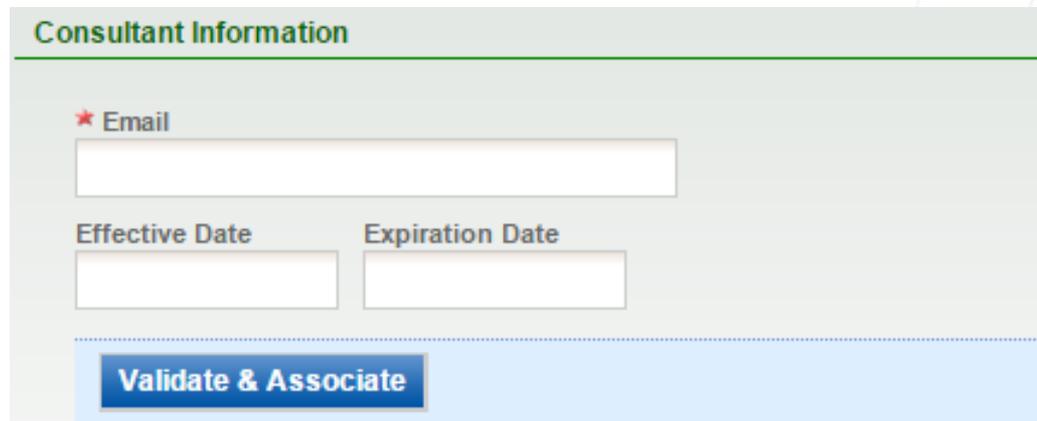
- This section allows you to update and change your security questions.
- The security questions and PIN are the credentials used for certification and submission.
- Don't forget to fill out the section on the reason for changing the answers

Manage Consultants and Preparers Section

- In this section, an RO 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 you want to de-associate the user, simply click on the **X** icon to remove them.
- By clicking on the pencil/paper icon, you can see a detailed view of the associates' setting.

Adding a new 'Preparer'

- 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.



The screenshot shows a web form titled "Consultant Information" with a green header. Below the header, there is a red asterisk followed by the label "Email" and a text input field. Underneath, there are two labels: "Effective Date" and "Expiration Date", each followed by a text input field. At the bottom of the form, there is a blue button with the text "Validate & Associate".

Adding a new 'Preparer'

- As a third step, the RO 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.
- Don't forget to hit 'Save'.

Managing an account for GEOS

- Live Demo

Fill out/Submit GEOS application(s)

- Items to note:
 - Internet Explorer 8 or greater is recommended
 - In order to choose a facility for your application, you must be associated with a facility as an RO by EPD or be designated for a facility by an RO.
 - Save/Next both ‘Save’.
 - Next will validate the page.
 - Save will only highlight required items.
 - You may hop around to different sections leaving forms incomplete. Please ‘Save’. You will be prompted if you do not.

Fill out/Submit GEOS application(s)

- Items to note continued:
 - In order to save some items and return to the application, you must select ‘Cancel’. This is counterintuitive but how the system works. (example: Title V - Section F: Emission Source)
 - Some pop-up forms occur high on the page and require scrolling up to see them. This can cause confusion. (example: Title V - Search HAP in section A)

Fill out/Submit GEOS application(s)

- Reminders from EPD:
 - Don't overthink what you need to enter into GEOS. GEOS allows for a lot of data to be entered but only the required fields are necessary.
 - For example, you do not need to get into too much detail with calculation methodologies. Simply stating "Calculation" in the description/comment will suffice.
 - The system is not being used to cross check with other electronic systems.
 - For example, in Title V, continue to enter stack data as in the old application. It does not need to match the Emissions Inventory or Fees collection data exactly.
 - When in doubt, put what you think you should and explain in the comments.
 - Emailing questions is better than calls. When a question is emailed, it is easier to get the info to you and the question can be added to the FAQs thereby helping others.

Protected Information

- All information input and/or uploaded as attachments into the GEOS system should be considered Publically Available and should be treated that way by the Preparers.
- If a Preparer feels that there is a need to include information not subject to disclosure an applicant should do the following:
 - Checkmark the box stating that “Information not subject to disclosure under the Georgia...” is included in the application.

A. GENERAL INFORMATION

* This application includes Information not subject to disclosure under Georgia Law. Yes No

Construction or Modification Date:

* Project Description:

The screenshot shows a form section titled "A. GENERAL INFORMATION". The first question is "This application includes Information not subject to disclosure under Georgia Law." with two radio buttons: "Yes" and "No". The "Yes" radio button is selected and circled in red. Below this are two text input fields: "Construction or Modification Date:" and "Project Description:".

Protected Information

- Instead of entering the protected piece of information, the phrase [REDACT###] should be used in the entry field.
 - ### should be incremented by the Preparer for each subsequent piece of information that is “not subject to disclosure...”

The screenshot shows a data entry form with the following fields and values:

- General Information** (Section Header)
- Emission Unit Type**: Reactor Vessel
- Description**: [REDACT001]
- Manufacturer**: [REDACT002]
- Model Number**: [REDACT003]

Red lines are drawn under the redaction codes [REDACT001], [REDACT002], and [REDACT003].

Protected Information

- Once the application is finished, the Preparer will be able to generate and download the “Redact Report” in the Attachment section
 - The Preparer will then fill in the “Redacted Information” on the “Redact Report” with the Privileged Information
 - This report will only be able to be submitted by hard copy
 - Do not include electronic versions of the Redact Report or any Privileged Information within GEOS

Managing Applications within GEOS

Tracking Submissions

- GEOS provides the following features to track application submissions:
 - Ability to review submission
 - Tracking Submission Status and Work Activities
 - View issuance status
 - Communicate with EPD
 - E-mail tracking of notifications from EPD

Managing Applications within GEOS

Tracking Submissions

- To track applications, navigate to the ‘Application’ menu bar and click “Track Submitted Apps”.
- From here you may find applications using the search toolbar to filter your selection.

The screenshot displays the GEOS application management interface. The 'Application' menu item is circled in red. The 'Track Submitted Apps' option is also circled in red. The interface shows a search bar, a list of submitted applications, and a table of application details.

Application Search: Enter information below to search for specific applications that you have submitted.

App ID: App Status: (All)

Submitted Applications

1 - 10 of 10 item(s)

| | Payment | Facility | App Info. |
|----------------------|---------|---------------------|--|
| View | | BIRDSONG PEANUT CO. | 40493 - Title V Application App Type: |
| View | | BIRDSONG PEANUT CO. | 40309 - Title V Application App Type: Title V - 502(b)10 |
| View | | BIRDSONG PEANUT CO. | 40483 - Title V Application App Type: Title V - Initial |
| View | | BIRDSONG PEANUT CO. | 40278 - Title V Application App Type: |
| View | | BIRDSONG PEANUT CO. | 40447 - Title V Application App Type: |
| View | | BIRDSONG PEANUT CO. | 40271 - NPDES Municipal Application App Type: NPDES Only - Minor Mo |
| View | | BIRDSONG PEANUT CO. | 40258 - NPDES Municipal Application App Type: WLA Only Submission |
| | | | 40320 - NPDES Municipal Application |

Managing Applications within GEOS

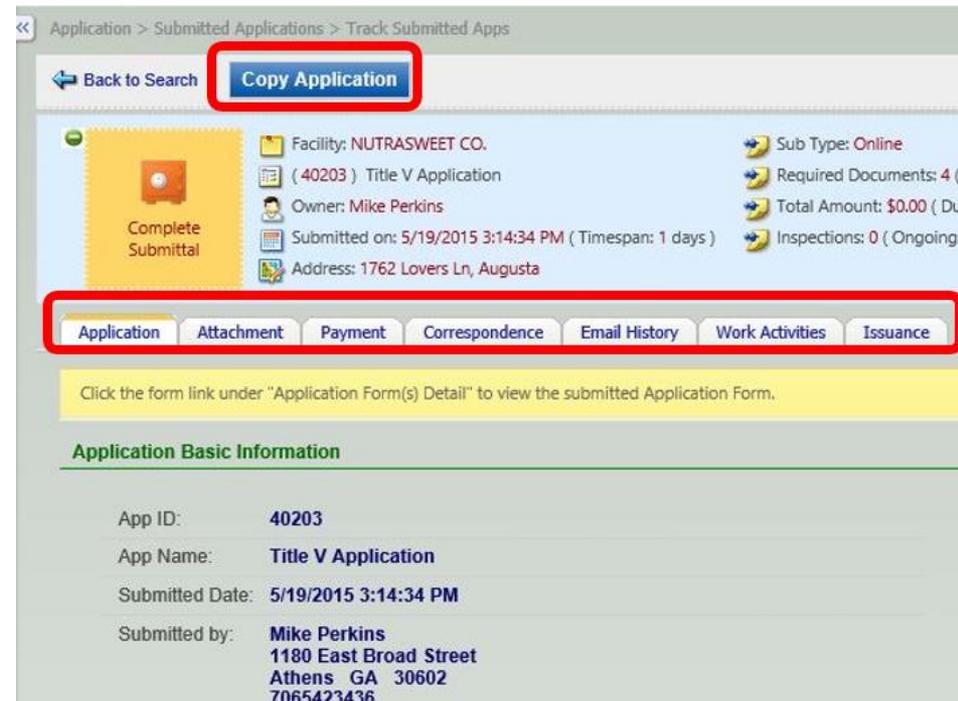
Review Submissions

- From the Submitted Applications list, click ‘View’ to see a submitted application’s details. The applications details are broken down into the following tabs:
 - **Application:** View information related to the submission and status
 - **Attachment:** Displays any attachments that have been uploaded to GEOS during submission process. The applicant can upload additional sets of attachments in this page.
 - **Payment:** Displays total application fee, payment made and fee balance as well as any pending balances on the application fee.
 - **Correspondence:** Allows applicant to initiate email correspondence with agency users, but 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.
 - **Work Activities:** The status of an application’s work activity is noted as either: Scheduled, Cancelled, Overdue, or Completed.
 - **Issuance:** Any issuance documents may be accessed here.

Managing Applications within GEOS

Review Submissions

- If you need to copy your submission because of the similarities with a new submission, the ‘Copy Application’ button will create a new application and transpose all the data that was filled in on the previous application.



The screenshot displays the 'Track Submitted Apps' page in the GEOS system. At the top, there is a breadcrumb trail: 'Application > Submitted Applications > Track Submitted Apps'. Below this, a 'Back to Search' button is on the left, and a 'Copy Application' button is highlighted with a red box. The main content area shows details for a specific application: Facility: NUTRASWEET CO., (40203) Title V Application, Owner: Mike Perkins, Submitted on: 5/19/2015 3:14:34 PM (Timespan: 1 days), and Address: 1762 Lovers Ln, Augusta. To the right, there are summary statistics: Sub Type: Online, Required Documents: 4, Total Amount: \$0.00, and Inspections: 0. Below the details, a navigation menu is highlighted with a red box, containing buttons for 'Application', 'Attachment', 'Payment', 'Correspondence', 'Email History', 'Work Activities', and 'Issuance'. A yellow banner below the menu instructs the user to 'Click the form link under "Application Form(s) Detail" to view the submitted Application Form.' The bottom section, titled 'Application Basic Information', lists the following details: App ID: 40203, App Name: Title V Application, Submitted Date: 5/19/2015 3:14:34 PM, and Submitted by: Mike Perkins, 1180 East Broad Street, Athens GA 30602, 7065423436.