

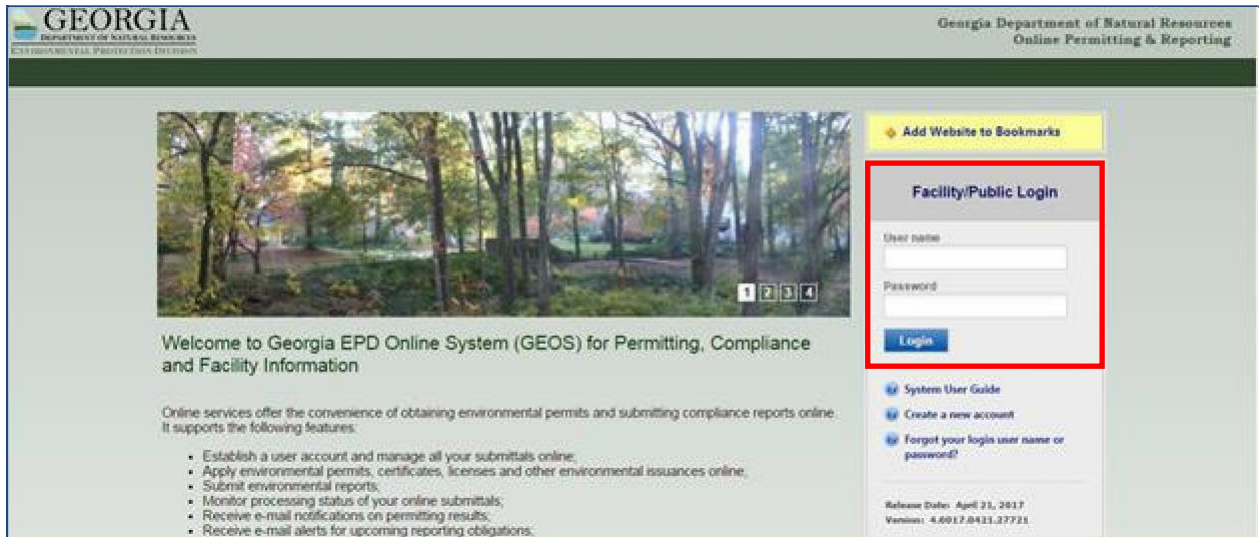
# **Industrial Stormwater Annual Report Submittal Guide**

**Updated December 2022**

**Permittees who are covered under the Industrial General Permit (IGP) must submit an Annual Report (AR) for their facility for each calendar year by January 31st of the following year. All submittals must be made through the GEOS Portal. Only Responsible Officials (ROs) and the Preparers they assign can complete the AR. This guide provides general steps to take when completing the AR through the GEOS Portal.**

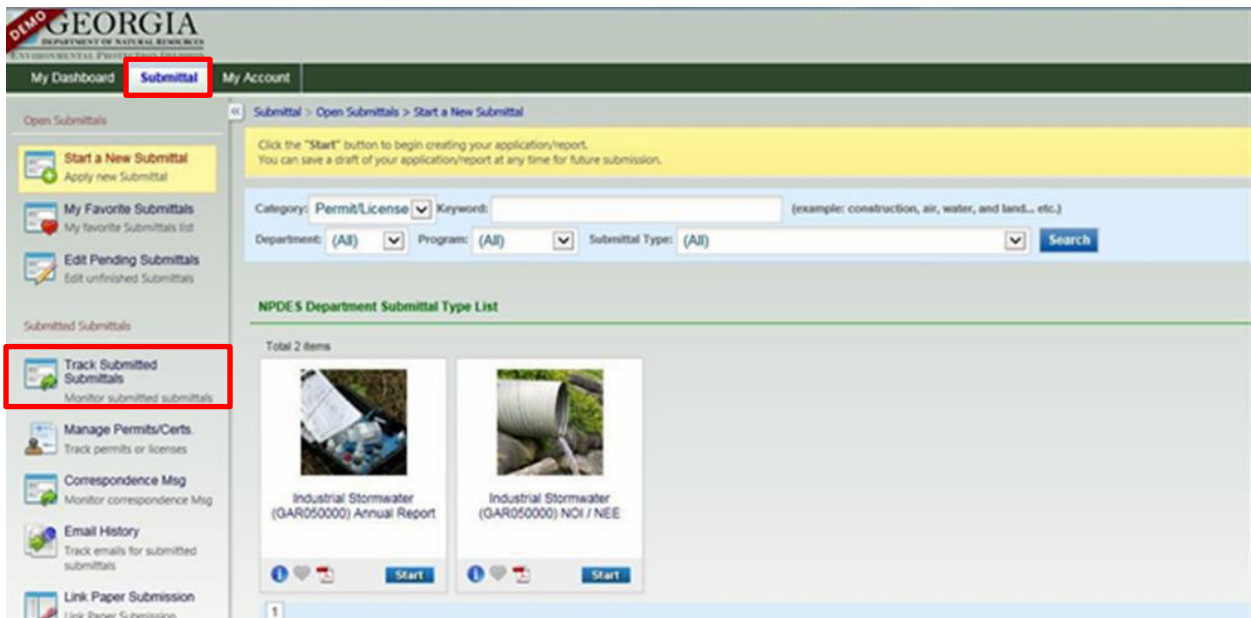
**LOGIN TO GEOS ACCOUNT:**

<https://geos.epd.georgia.gov/GA/GEOS/Public/GovEnt/Shared/Pages/Main/Login.aspx>



**SUBMITTING THE ANNUAL REPORT**

**NOTE:** Before submitting an Annual Report (AR), your facility must submit a Notice of Intent (NOI) for review by EPD. To check on the status of your NOI, select “Submittal” > “Track Submitted Submittals.” You will find the status of your NOI under the column that reads, “Review Status.” If you find that EPD has not approved the NOI or returned the NOI for edits, please contact one of the EPD staff listed at the end of this guide.

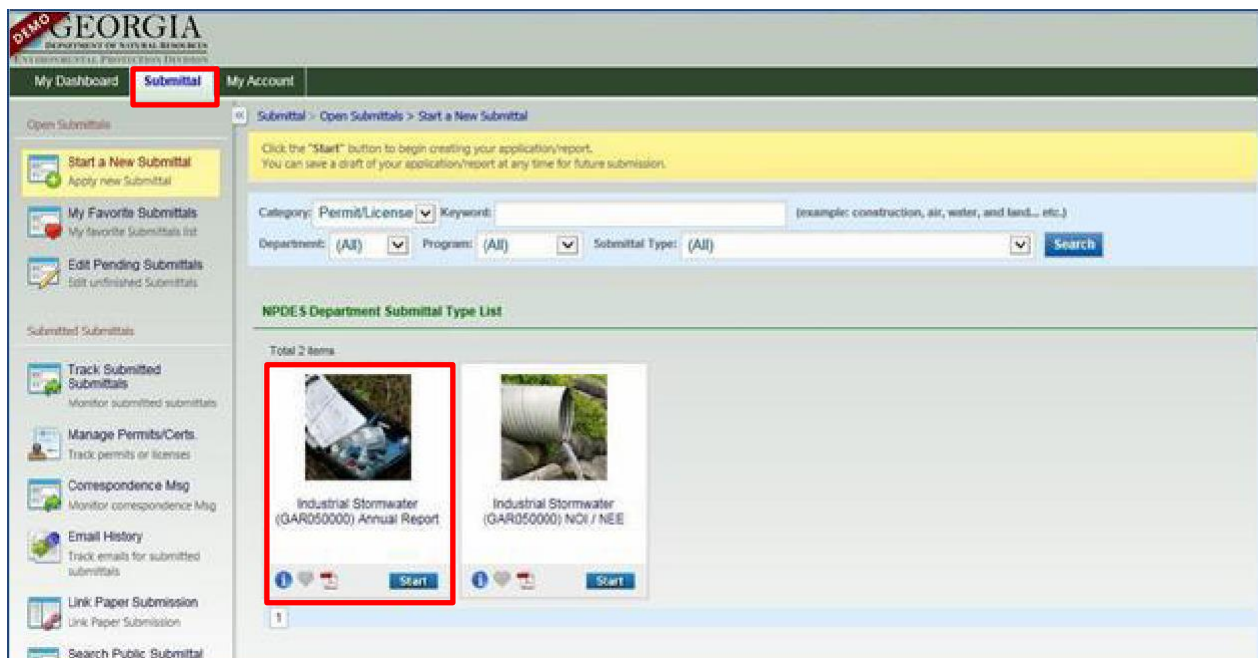


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Submittal List							
1 - 15 of 35 item(s)							
	Payment	Submittal Information	Facility Info.	Type	RO Info.	Review Status	Submittal Name/Description
<a href="#">View</a>		215119 - Industrial Stormwater (GAR050000) Annual Report App Type:	TURKEY RUN MUNICIPAL SOLID WASTE LANDFILL 7144 Lone Oak Road, Hogansville, Meriwether, GA 30230	Stormwater Submitted on: 01/22/2018	Gene Barnes 7144 Lone Oak Road, Hogansville, 30230	Complete Submittal	
<a href="#">View</a>		243318 - Industrial Stormwater (GAR050000) NOI / NEE App Type:	SUPERIOR SURFACE MINE 265 Pinckney Rd, Savannah, Chatham, GA 31419	Stormwater Submitted on: 05/14/2018	Gene Barnes 265 Pinckney Rd, Savannah, 31419	Revision in progress	GAR050000 Industrial NOI
<a href="#">View</a>		222124 - Industrial Stormwater (GAR050000) Annual Report App Type:	TURKEY RUN LANDFILL BORROW AREA #3 7144 Lone Oak Road, Hogansville, Meriwether, GA 30230	Stormwater Submitted on: 01/31/2018	Gene Barnes 7144 Lone Oak, Hogansville, 30230	Approved	
<a href="#">View</a>		55139 - Industrial Stormwater (GAR050000) NOI / NEE App Type:	WILLOW OAK LANDFILL 7395 Roosevelt HW, FAIRBURN, Fulton, GA 30213	Stormwater Submitted on: 01/19/2018	Gene Barnes 7395 7395 Roosevelt HW, FAIRBURN, 30213	Modification in progress	GAR050000 Industrial NOI

### **AR SUBMITTAL STEPS**

1. Select “Submittal” from the green bar at the top of the screen. From the NPDES Department Submittal Type List, select “Start” for the Industrial Stormwater (GAR05000) Annual Report.



2. In the “Facility/Property” section of the form, select the facility for which you wish to submit an AR, and then select the “Get NOI/NEE Information” to autofill part of the form.

**NOTE:** If the “Effective NOI” box does not autofill when “Get NOI/NEE Information” is selected, verify that your NOI was approved by EPD, and then contact the EPD staff listed at the end of this guide to resolve the issue.

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The screenshot shows the 'ANNUAL REPORT AR - VERSION 2012' form. The form is titled 'Industrial Stormwater (GAR050000) Annual Report'. It includes instructions: 'Complete the following annual report using the records compiled for NPDES General Permit GAR050000 (2017 IGP), effective on June 1, 2017. All facilities must upload a COPY OF THE MOST CURRENT 2017 NOI with this Annual Report in accordance with the schedule provided in Part 7.2 of the 2017 IGP. This form must be completed and properly certified in accordance with Appendix B of the 2017 IGP, and submitted electronically using EPD's GEOS system, or physically by certified mail with return receipt request (or similar service) to the Non-Point Source Program, Storm Water Unit, EPA Watershed Protection Branch, 2 Martin Luther King Jr. Dr. SE, Suite 1402 East, Atlanta, GA 30334.' The form includes fields for Facility/Property, Mailing Address 1, Mailing Address 2, Facility/Property Address 1, Facility/Property Address 2, Report for reporting year, Effective NOI, Primary SIC Code, Sector(s), and Subsector(s). A button labeled 'Get NOI/NEE Information' is highlighted in yellow.

3. Once the AR form is started and the form is saved, it can be edited by selecting “Submittal” > “Edit Pending Submittals.”

The screenshot shows the 'Submittal' menu in the Georgia Department of Natural Resources Online Permitting & Reporting system. The 'Submittal' menu is highlighted in red. The 'Edit Pending Submittals' option is also highlighted in red. The main content area shows the 'NPDES Department Submittal Type List' with two items: 'Industrial Stormwater (GAR050000) Annual Report' and 'Industrial Stormwater (GAR050000) NOI / NEE'. Each item has a 'Start' button.

4. If you are unable to successfully use the sampling result tables for Questions #13, #16, and/or #17 in the form, please contact one of the Industrial Stormwater Unit staff members listed at the end of this guide.

5. After the AR has been submitted, the report will be reviewed by EPD.
  - a. If approved, the Responsible Official (RO) will receive an email from GEOS indicating the approval.
  - b. If EPD provided comments that need to be addressed on the AR, the RO will receive an email from GEOS that the AR was returned with comments. The AR that is returned can be found in “Submittal” > “Edit Pending Submittals.” The returned form will be highlighted in light red. Select the notepad and pencil icon to see the comments and make the revisions requested by EPD. Since the comments cannot be seen when you go to the next page to make the revisions on the form, copy and paste the comments onto a notepad or WordPad document so you can access the comments as you make the revisions.

### **TIPS TO ENSURE A SUCCESSFUL REVIEW**

Below are common instances where the AR form will be returned with an amendment request. Please review these tips to ensure the AR is efficiently expedited and approved:

- **Question #3:** “Does the facility have a current Storm Water Pollution Prevention Plan (SWPPP) that includes all elements required by the IGP?”
  - If you select NO, please provide a schedule of why it is not updated and a schedule for completion in Question #12 of the form.
- **Question #5:** “Are all elements of the SWPPP presently in place, in good repair and functioning properly, including all Best Management Practices (BMP) and any spill response equipment?”
  - If you select NO, please review Part 5.1 of the permit regarding the required elements of the SWPPP and briefly explain in Question #12 of the form.
- **Question #6:** “Were the Quarterly Inspections and the Annual Comprehensive Site Evaluation conducted?”
  - If you select NO, please review Parts 4.2 and 4.3 of the Permit regarding the required inspections and explain in Question #12 of the form.
- **Question #7:** “Based on inspection results, was the SWPPP adequate to meet applicable IGP requirements?”
  - If you select NO, you must either answer YES or NO for Question #8.
- **Question #8:** “If SWPPP revisions were necessary, were they implemented at the facility?”
  - If you answer YES, please briefly list SWPPP revisions completed in Question #12 of the form.
  - If you answer NO, briefly list SWPPP revisions planned and a schedule for completing in Question #12 of the form.
  - Otherwise select N/A if you answered YES in Question #7.
- **Question #9:** “Did the facility inspect and certify that only allowable non-stormwater discharges are present, and document findings in the SWPPP?”
  - If you select NO, please review Part 4.3.3.g of the Permit regarding certifying the presence of non-stormwater discharges and document in Question #12 any corrective actions required as a result of the comprehensive site inspection consistent with Part 3 of the Permit.
- **Question #10:** “Has the facility performed a smoke, dye, or equivalent test?”
  - If you select YES, provide the date of the last test in the box found at Question #10.

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- If you select NO, provide an approximate date for completing the test in Question #12 of the form.
- If you select N/A, please document in your SWPPP that the test does not apply to your facility and explain the reason in Question #12 of the form.
- **Question #11:** “Has the facility documented corrective actions (required by Part 3 of IGP) in the SWPPP?”
  - If you select YES, briefly list Corrective Actions completed or planned in Question #12 of the form.
  - If you select NO, explain in Question #12 of the form why they were not documented.
  - Otherwise your answer should be N/A for this question.
- **Question #12:** “Explain any items you failed to perform above and describe any BMP additions or modifications planned, and those completed during the prior calendar year (attach additional sheets if necessary).”
- **Questions #13, #16, and #17:** Each outfall may have either sector specific “Benchmark(s)” (Table in Q13), Impaired Waters Benchmark sampling (Table in Q16), and/or Effluent Limit sampling (Table in Q17). The tables do not label multiple outfall identification numbers. You will have to distinguish the outfalls by observing the grouping of the contaminants listed for each outfall. The sampling requirements and the number of outfalls can be found on the facility’s NOI.
  - If any benchmark is exceeded, please provide a plan to correct the exceedance in Question #12 or the Comment Section of the form.
  - If you have issues adding your sampling results, first re-select the “Get NOI Information” button, and do not edit any of the auto-filled boxes below the button. Cycle the “Yes/No” selection for Questions #13, #16 and #17, as applicable, to reveal the proper table for sample results. If you are unable to use the tables for any reason, please contact one of the Industrial Stormwater Unit staff members listed at the end of this guide.

\* 13. Is the facility required to conduct sector specific benchmark annual sampling of the 2017 IGP? :  Yes  No

If “YES” list applicable sector(s) below, and enter the sampling results for each outfall for the past year. Compare your results with the applicable benchmark value for each parameter monitored and state whether the facility has met or exceeded the benchmark requirement for the twelve (12) month sampling period.

1 - 15 of 20 displayed, total 20 item(s)

Sector(s)	Benchmark(s)	Benchmark Minimum(s)	Benchmark Maximum(s)	Benchmark Unit(s)	Sampling Result(s)	Outfall(s)	Met/Exceed
N1	Chemical Oxygen Demand (COD)	NONE	120	mg/L	502	Un-named Tribut	<input type="radio"/> Met <input type="radio"/> Exceed <input type="radio"/> N/A
N1	Dissolved Copper (freshwater)	NONE		mg/L	.017	Un-named Tribut	<input checked="" type="radio"/> Met <input type="radio"/> Exceed <input type="radio"/> N/A
N1	Dissolved Copper (saltwater)	NONE	0.0048	mg/L		Un-named Tribut	<input type="radio"/> Met <input type="radio"/> Exceed <input type="radio"/> N/A
N1	Dissolved Lead (freshwater)	NONE		mg/L	.008	Un-named Tribut	<input checked="" type="radio"/> Met <input type="radio"/> Exceed <input type="radio"/> N/A
N1	Dissolved Lead (saltwater)	NONE	0.21	mg/L		Un-named Tribut	<input type="radio"/> Met <input type="radio"/> Exceed <input type="radio"/> N/A
N1	Dissolved Zinc (freshwater)	NONE		mg/L	.030	Un-named Tribut	<input checked="" type="radio"/> Met <input type="radio"/> Exceed <input type="radio"/> N/A
N1	Dissolved Zinc (saltwater)	NONE	0.09	mg/L		Un-named Tribut	<input type="radio"/> Met <input type="radio"/> Exceed <input type="radio"/> N/A
N1	Oil & Grease	NONE	15	mg/L	10.1	Un-named Tribut	<input checked="" type="radio"/> Met <input type="radio"/> Exceed <input type="radio"/> N/A
N1	Total Suspended Solids (TSS)	NONE	100	mg/L	900	Un-named Tribut	<input type="radio"/> Met <input type="radio"/> Exceed <input type="radio"/> N/A
N1	Water Hardness	0	225	mg/L	295	Un-named Tribut	<input type="radio"/> Met <input type="radio"/> Exceed <input type="radio"/> N/A
N1	Chemical Oxygen Demand (COD)	NONE	120	mg/L		Un-named Tribut	<input type="radio"/> Met <input type="radio"/> Exceed <input type="radio"/> N/A
N1	Dissolved Copper (freshwater)	NONE		mg/L		Un-named Tribut	<input type="radio"/> Met <input type="radio"/> Exceed <input type="radio"/> N/A
N1	Dissolved Copper (saltwater)	NONE	0.0048	mg/L		Un-named Tribut	<input type="radio"/> Met <input type="radio"/> Exceed <input type="radio"/> N/A
N1	Dissolved Lead (freshwater)	NONE		mg/L		Un-named Tribut	<input type="radio"/> Met <input type="radio"/> Exceed <input type="radio"/> N/A
N1	Dissolved Lead (saltwater)	NONE	0.21	mg/L		Un-named Tribut	<input type="radio"/> Met <input type="radio"/> Exceed <input type="radio"/> N/A

Outfall 1

Outfall 2 (and on next page)

- **Question #14:** “Has the facility determined that no further pollutant reductions are technologically available and economically practicable and achievable in light of best industry practice to meet the technology-based effluent limits?”

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- Marking YES implies that you have exceeded the benchmark for one or more contaminants of concern and that you have performed a detailed engineering and cost analysis. Please summarize the results of your analysis in Question #12.
- If you have not performed the engineering and cost analysis, and believe you can meet the benchmark by improving your pollution prevention management practices, then mark this NO.
- **Question #15:** Has the facility reviewed EPD’s most current 305(b)/303(d) impaired stream segment list and list of approved TMDLs for the current year?
  - If you have not reviewed the list at the time of AR completion, please save your progress, and take a moment to review the current 305(b)/303(d) list. Make sure to check the list of impaired streams.

**CONTACT INFORMATION**

For additional assistance with your Industrial Stormwater Annual Report, please contact:

**Stormwater Unit**

[Industrial.SW@dnr.ga.gov](mailto:Industrial.SW@dnr.ga.gov)

**EPD-IT Helpdesk**

[Support@gaepd.zendesk.com](mailto:Support@gaepd.zendesk.com)