GEORGIA
DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION

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Document Submittal Instructions

Instructions: This form should be completed and included with any electronic document submitted on CD to the Response and Remediation Program. **NOTE**: **We are no longer accepting physical copies of Brownfield and Voluntary Remediation Program submittals; see attached GEOS submittal instructions.** In addition, physical copies of HSRA Release Notifications are no longer required. **If you are unsure of how or where to submit your document, please contact your compliance officer or project manager.**

Name of Document:
Date of Document:
Site Name:
Site ID Number:

Document Submittal Checklist. Please certify that the submittal includes the following by checking each box as appropriate. Item 3 should be checked / included / certified for each CD submittal.

☐ 1. For **HSI sites**, email the document as a single, searchable Portable Document Format (PDF) file to the compliance officer **and** unit manager for the site. Alternately, a compact disc (CD), containing an electronic copy of the document as a single, searchable, PDF file can be mailed to our office.

☐ 2. For **Release Notifications**, email the document to Response.Remediation@dnr.ga.gov (preferred) or submit **one** CD to EPD. **NOTE: DO NOT PASSWORD PROTECT THE PDFs**.

☐ 3. If submitting a CD copy, they should be virus free. CDs should be labeled at a minimum with the following: 1) Name of Document, 2) Date of Document, 3) Site Name, and 4) Site Number (if applicable). Any scanned images should have a resolution of at least 300 dpi and should be in color if applicable.

☐ 4. For large file submissions that cannot be emailed successfully, you can provide a download link to the compliance officer or submit a CD as explained above. Please coordinate with your compliance officer ahead of the submittal.

I certify that the information I am submitting is, to the best of my knowledge and belief, true, accurate, and complete.	Receipt Date (for EPD use only)
Signature:	
Name (printed):	
Date:	
Organization:	
Phone:	
Email:	

Brownfield and VRP electronic submittal instructions for GEOS

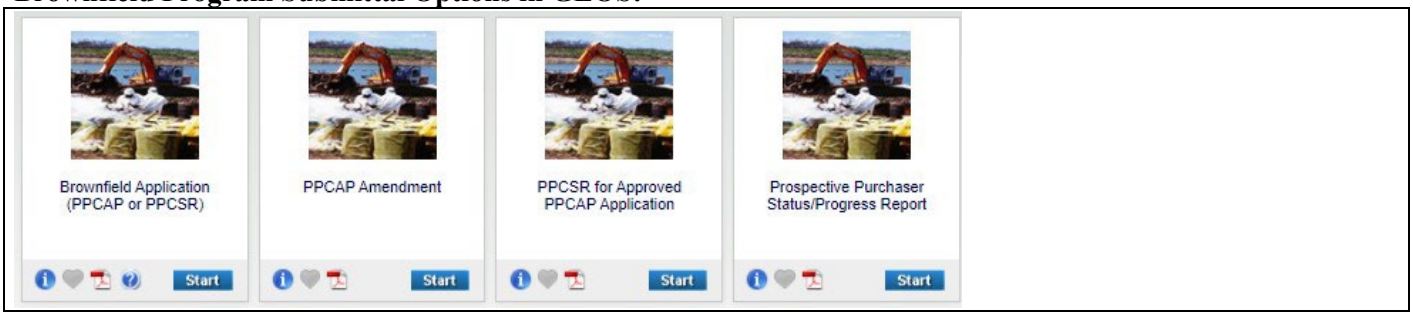
The Georgia EPD Online System (GEOS) is a web-based portal for document submittal that can be accessed by the public here: https://geos.epd.georgia.gov/GA/GEOS/Public/GovEnt/Shared/Pages/Main/Login.aspx. Instructions on how to create accounts, link to a facility, upload documents, and more can be found via the training link at the bottom of the GEOS page.

All Brownfield and Voluntary Remediation Program (VRP) documents must be submitted electronically via GEOS except for the following documents, which should **NEVER** be uploaded via GEOS.

- Draft Documents – submit via email. Examples include env. covenants and monitoring and maintenance plans
- Executed Consent Orders and Executed Environmental Covenants – submit via hard copy original
- Cost Certifications – submit via email
- Financial Assurance – submit via hard copy original

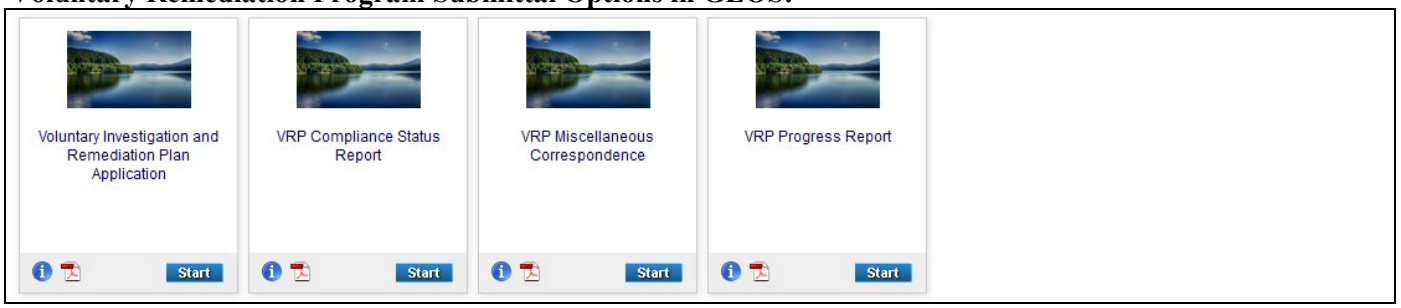
If you are unsure of how or where to submit your document, please contact your project officer. **All documents submitted in GEOS and retained in EPD's internal document management system are subject to Georgia Open Records Act requests.** This may include submittals that have been rejected. If there is sensitive information in a document that should not be made public, **DO NOT** upload the document to GEOS, but contact your EPD POC.

Brownfield Program Submittal Options in GEOS:



- **Brownfield Application (PPCAP or PPCSR)**: For applications that are submitted as a prospective purchaser corrective action plan (PPCAP) or a prospective purchaser compliance status report (PPCSR).
- **PPCAP Amendment**: Corrective action plan amendments for a previously submitted application.
- **PPCSR for Approved PPCAP Application**: Compliance status reports for previously approved PPCAPS.
- **Prospective Purchaser Status/Progress Report:** All other Brownfield correspondence should be submitted here, EXCEPT Cost Certifications and other items referenced above.

Voluntary Remediation Program Submittal Options in GEOS:



- **Voluntary Investigation and Remediation Plan Application**: VRP Applications should be submitted here.
- **VRP Compliance Status Report**: compliance status reports (CSR) should be submitted here. Contact your project officer if you are ready to submit a CSR and you do not have a dashboard option.
- **VRP Progress Report**: Progress reports should be submitted here. Contact your project officer if you are ready to submit a progress report and you do not have a dashboard option.
- **VRP Miscellaneous Correspondence**: Submit all other correspondence here. DO NOT submit a CSR or a Progress Report in this category, it will be rejected.