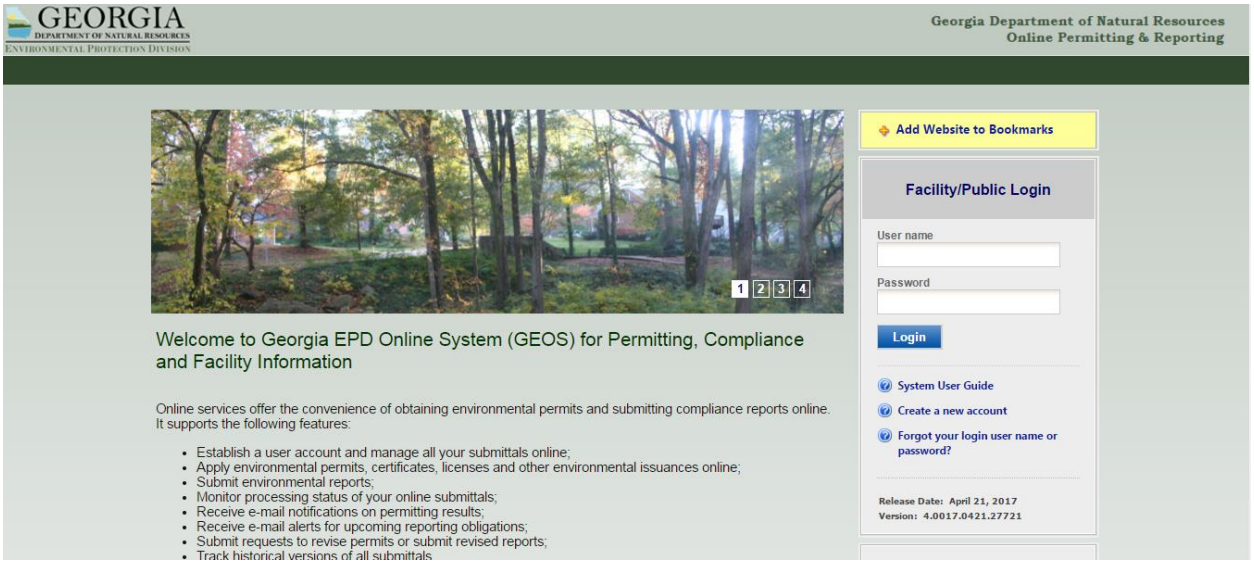
Industrial Stormwater Georgia EPD Online System (GEOS) Guide



This document was prepared to answer common questions regarding setting up a GEOS account for both Responsible Corporate Officers (ROs) and Preparers / Consultants, and the basics of selecting the proper permit and applications for the Industrial Stormwater General Permit, GAR050000. This document is a supplement to documents that can be found at the main GEOS information site, and should not be considered all inclusive.

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(1) CREATING THE ACCOUNT AS A RESPONIBLE CORPORATE OFFICER (RO)

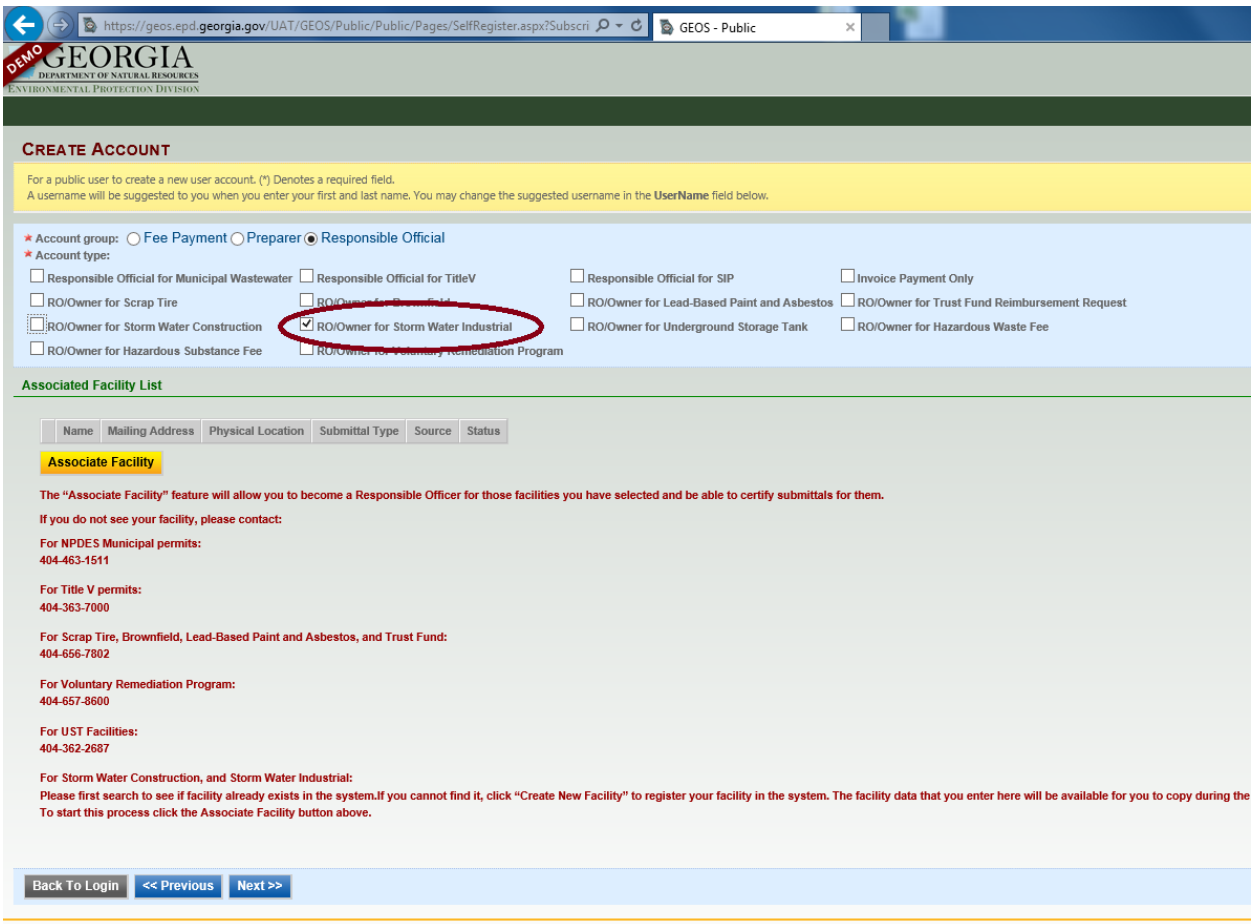
Note: Appendix B.7 of the Permit defines the qualifications for the RO. In general, the RO must be able to independently supervise the employees who are responsible for maintaining the stormwater infrastructure, and must be able to independently commit funds to execute all aspects of the Stormwater Pollution Prevention Plan (SWPPP) required by the permit. Generally, these tend to be managers and directors, and not Health and Safety professionals or Engineers with specific area responsibilities within a facility.

Note: IF YOU DID NOT SUBMIT AN NOI OR NEE UNDER THE 2012 IGP, OR CANNOT FIND YOUR FACILITY, SEE THIS SECTION: (2) FOR NEW FACILITIES NOT PREVIOUSLY COVERED UNDER THE PERMIT: FACILITY CREATION

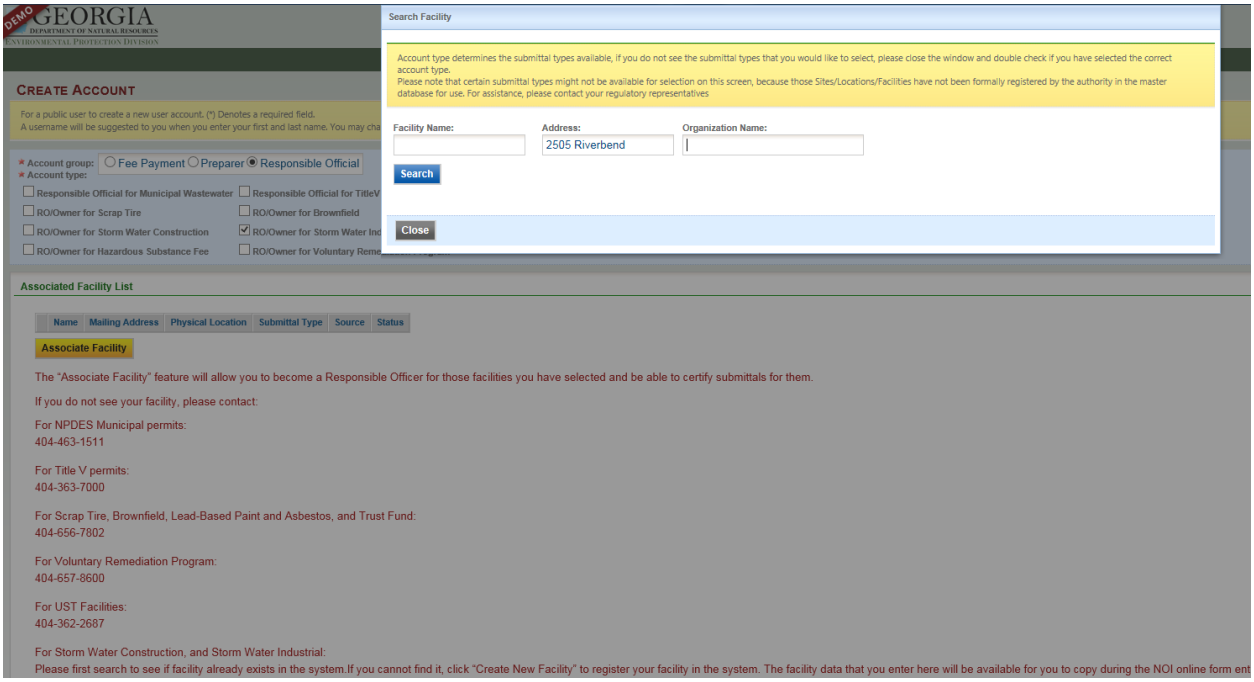
1. Go to this website: https://geos.epd.georgia.gov/GA/GEOS/Public/GovEnt/Shared/Pages/Main/Login.aspx

2. Select "Create an Account" on the right side of the web page.

3. Select "RO/Owner for Stormwater Industrial," and then select "Associate Facility" to find your facility.

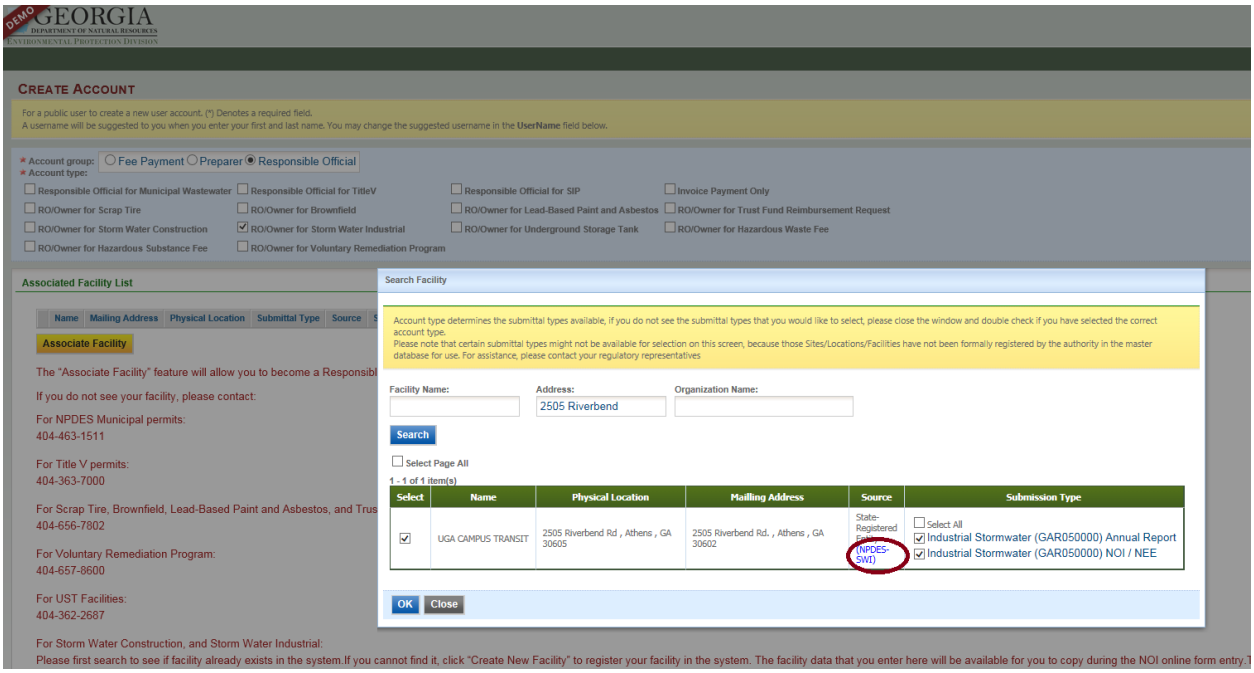


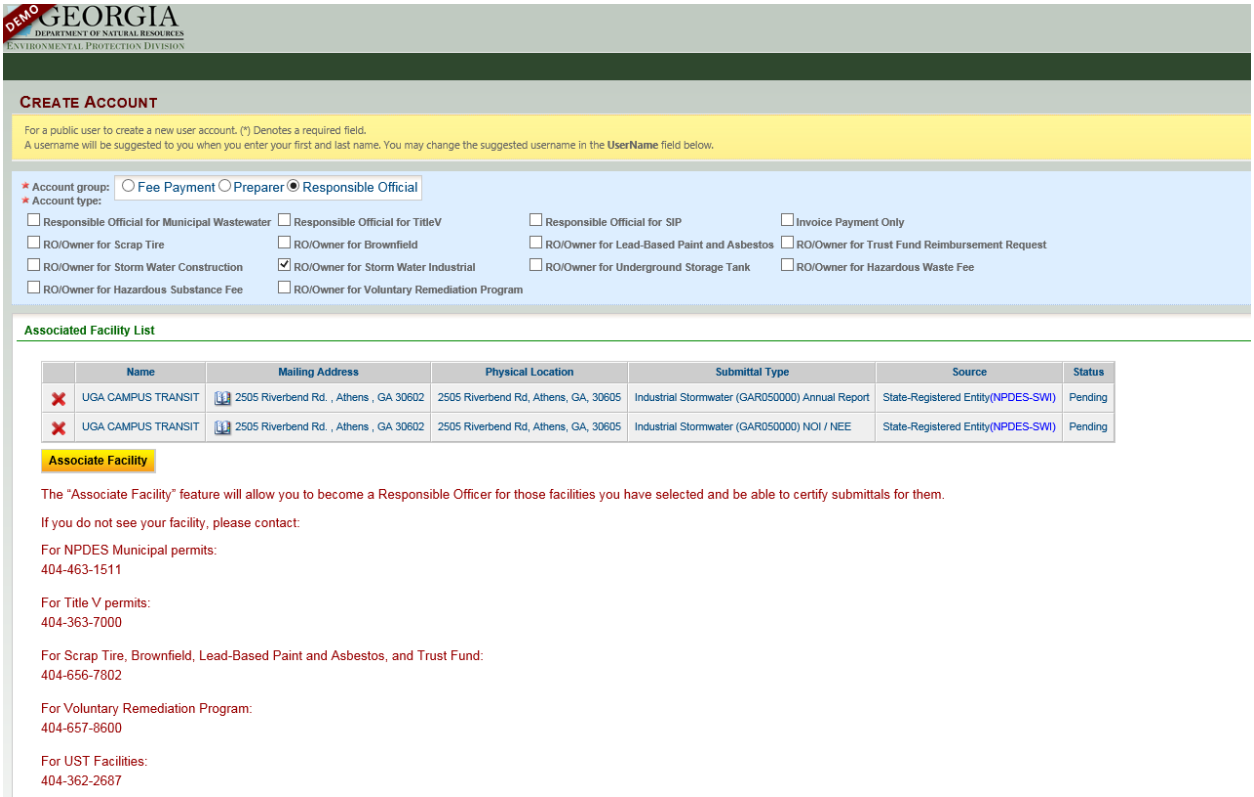
4. When searching for your facility, enter a partial address or name for the facility, and not the full address or name of the facility. This will improve the chances of finding your facility. Do not enter information in both the name and address fields, unless you need to drastically reduce the number of facilities found.



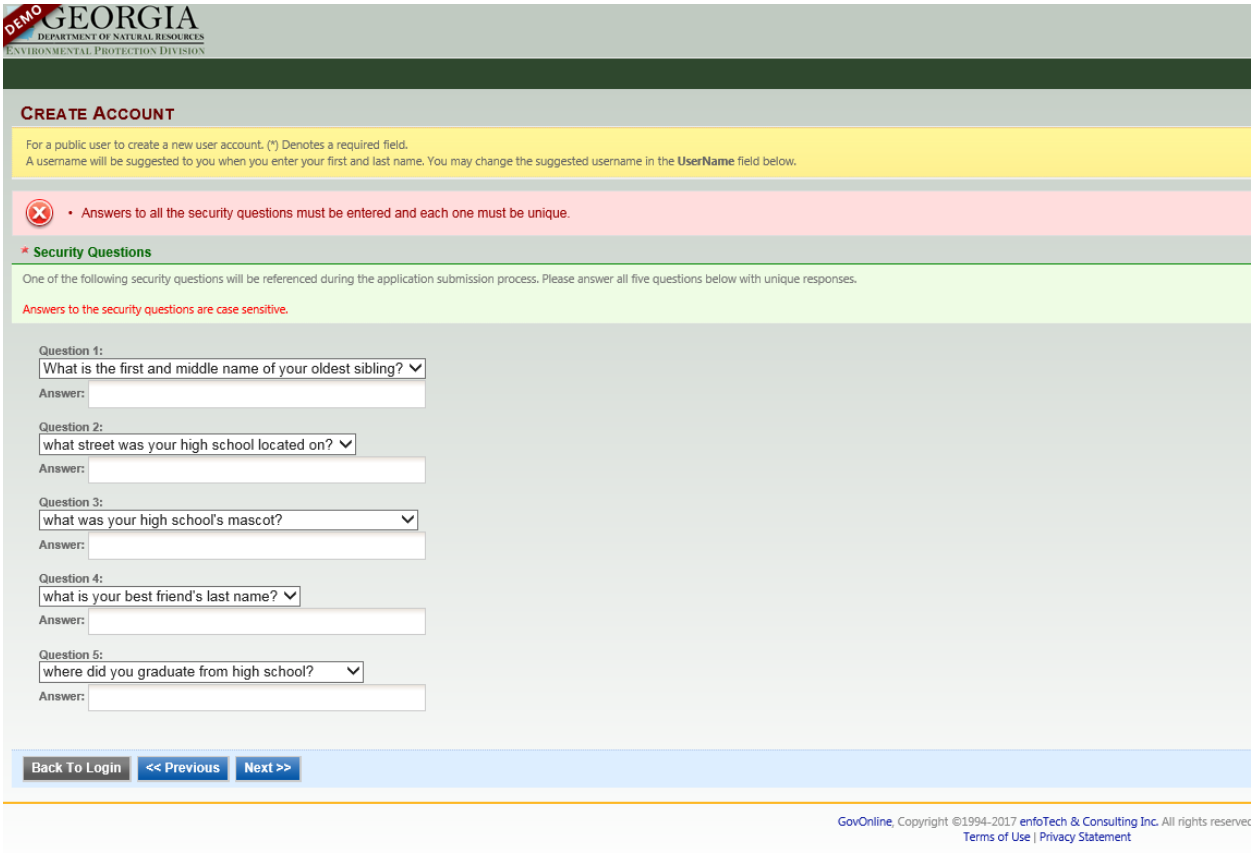
Note: If the facility cannot be found, contact EPD.

5. Once the facility is found, confirm in the "Source" column that your facility has "Storm Water Industrial," which indicates the facility has access to the industrial stormwater forms. Select the checkbox in the first column for your facility and select the checkbox for "Industrial Stormwater (GAR050000) Annual Report" and "Industrial Stormwater (GAR050000) NOI/NEE." If "Stormwater Industrial" is not shown for your facility, contact EPD to update your facility.

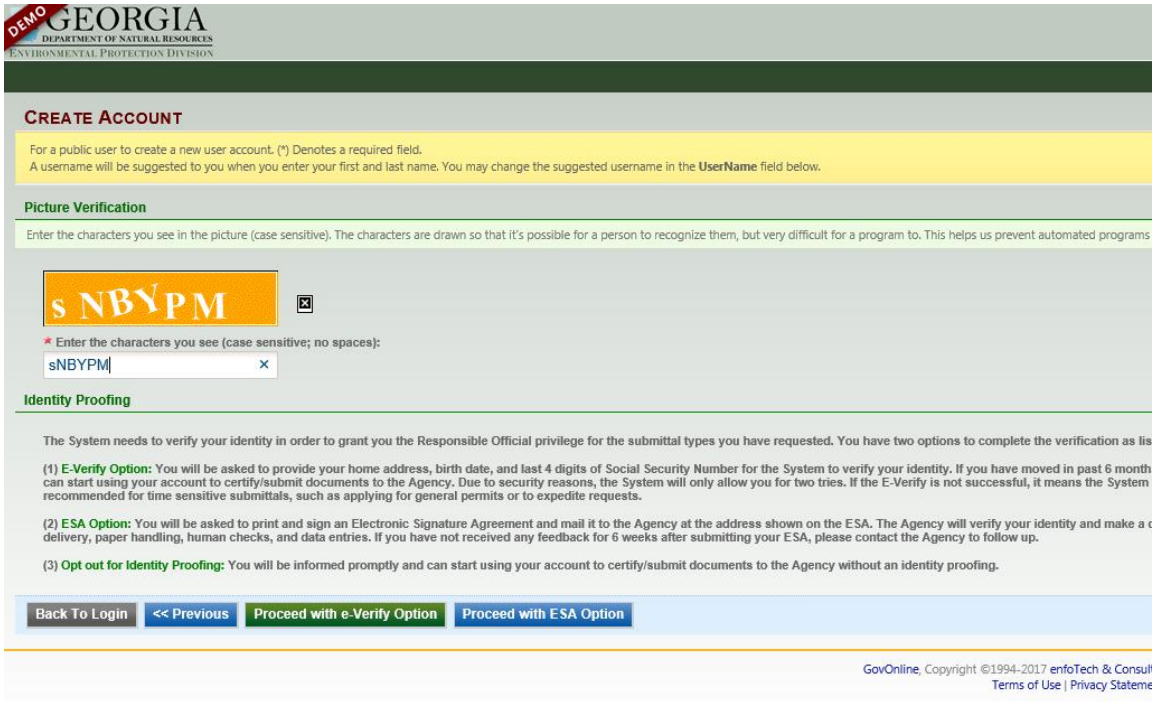




6. **Note:** REMEMBER your security questions. When submitting annual reports and NOI/NEE, you will be prompted for your security question and PIN number.

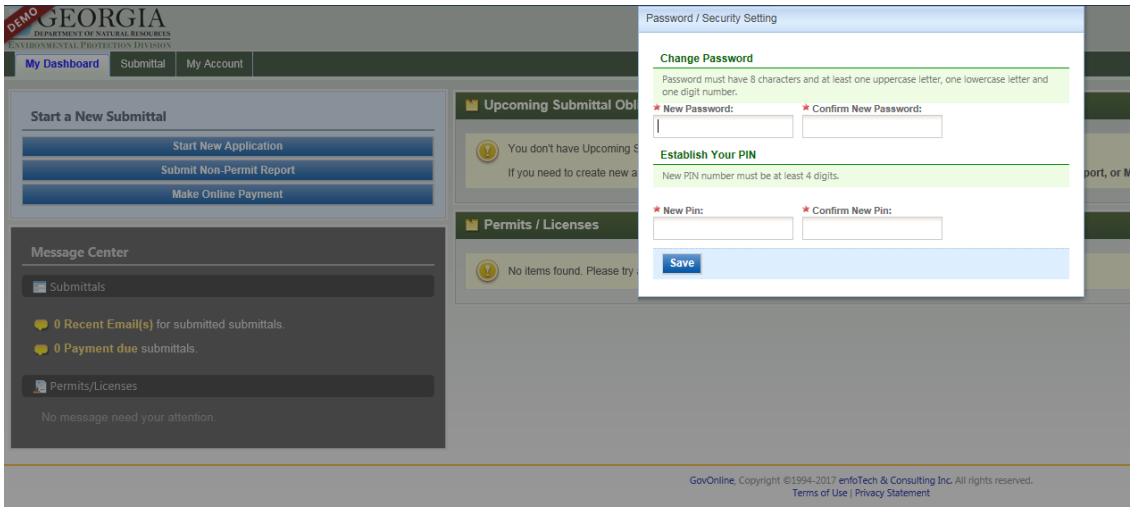


7. There are two options for verifying the RO: 1) E-verify and 2) Electronic Subscriber Agreement (ESA). EPD encourages all ROs opt for the E-Verify option. This option reduces paperwork and allows greater flexibility when adding facilities. To E-Verify, you will need to enter your personal information NOT the facility information. You will be given 3 chances to get approved under E-Verify. If you do not get approved by the third attempt, you will be locked out of E-Verify and you will need to submit an ESA. If you are not approved after the first two attempts, please contact EPD IT (epd_it@dnr.ga.gov) for assistance. If you are submitting an ESA, you need to complete the form for each facility and send them, by certified mail, to EPD IT at the address located in the upper right hand corner of the form. Once the ESA is processed, the facility will be activated and linked to your account.



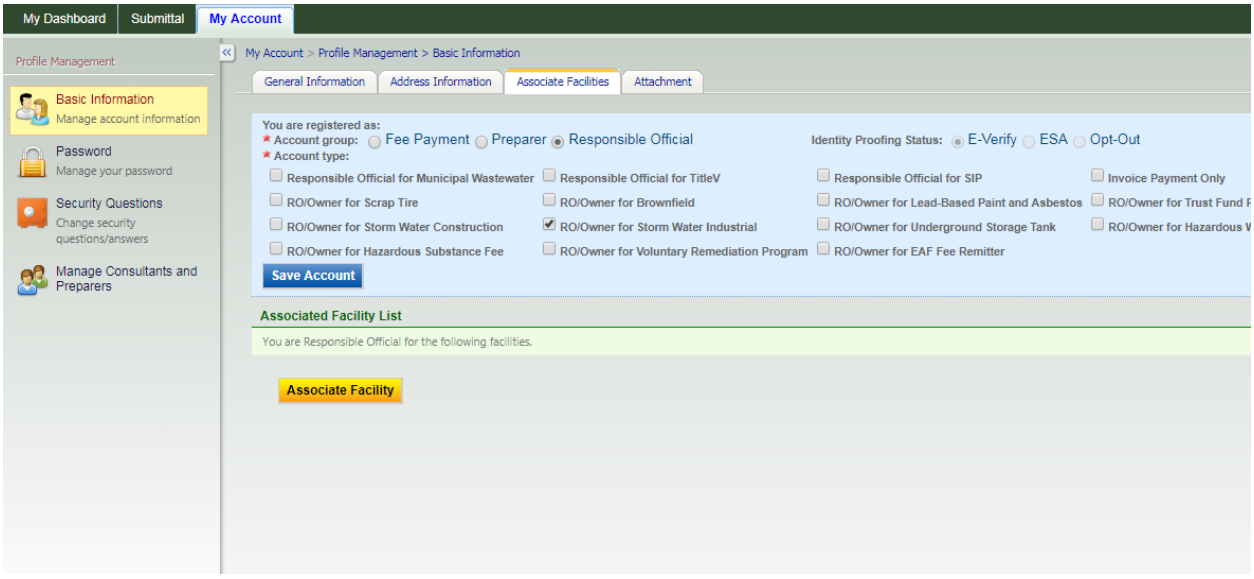
8. Once your account has been created, you will receive an email with a temporary password. When you log into your account, create a new password and a PIN. Select "Save" when completed or the page will reset.

Note: REMEMBER your PIN. You will need your PIN number each time you submit an annual report or NOI/NEE.



(2) ASSOCIATING A FACILITY AFTER A GEOS ACCOUNT HAS BEEN CREATED

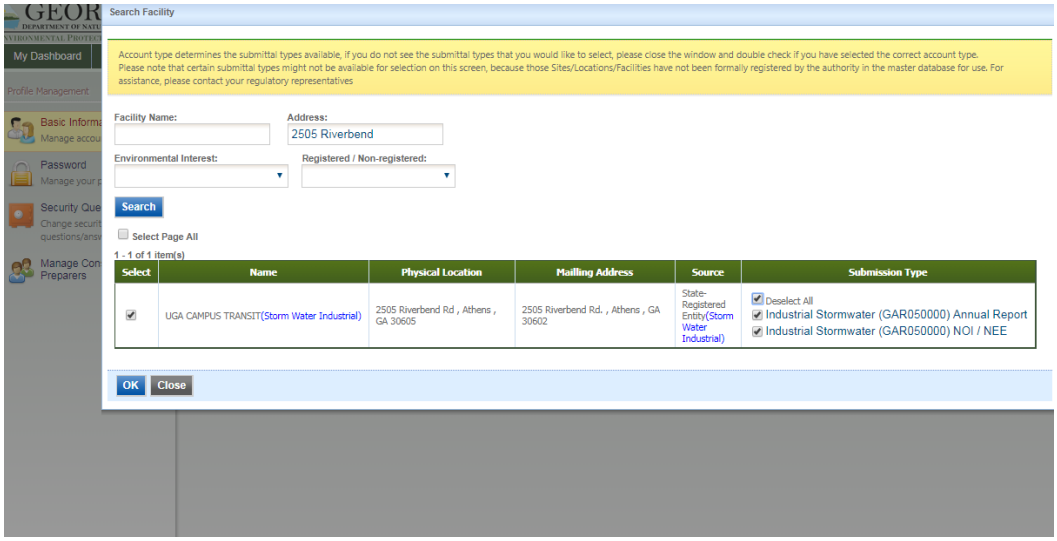
1. To search for facilities, go to My Dashboard > My Account > Basic Information > Associate Facilities > Associate Facility (Yellow Box Icon).



2. When searching for your facility, enter a partial address for the facility, and not the full address or facility. This will improve the chances of finding your facility.

   Note: If the facility cannot be found, contact EPD.

3. Once the facility is found, confirm in the "Source" column that your facility has "Storm Water Industrial," which indicates the facility has access to the industrial stormwater forms. Select the checkbox in the first column for your facility and select the checkbox for "Industrial Stormwater (GAR050000) Annual Report" and "Industrial Stormwater (GAR050000) NOI/NEE." If "Storm Water industrial" is not shown for your facility, contact EPD to update your facility.



(3) FOR NEW FACILITIES NOT PREVIOUSLY COVERED UNDER THE PERMIT: FACILITY CREATION

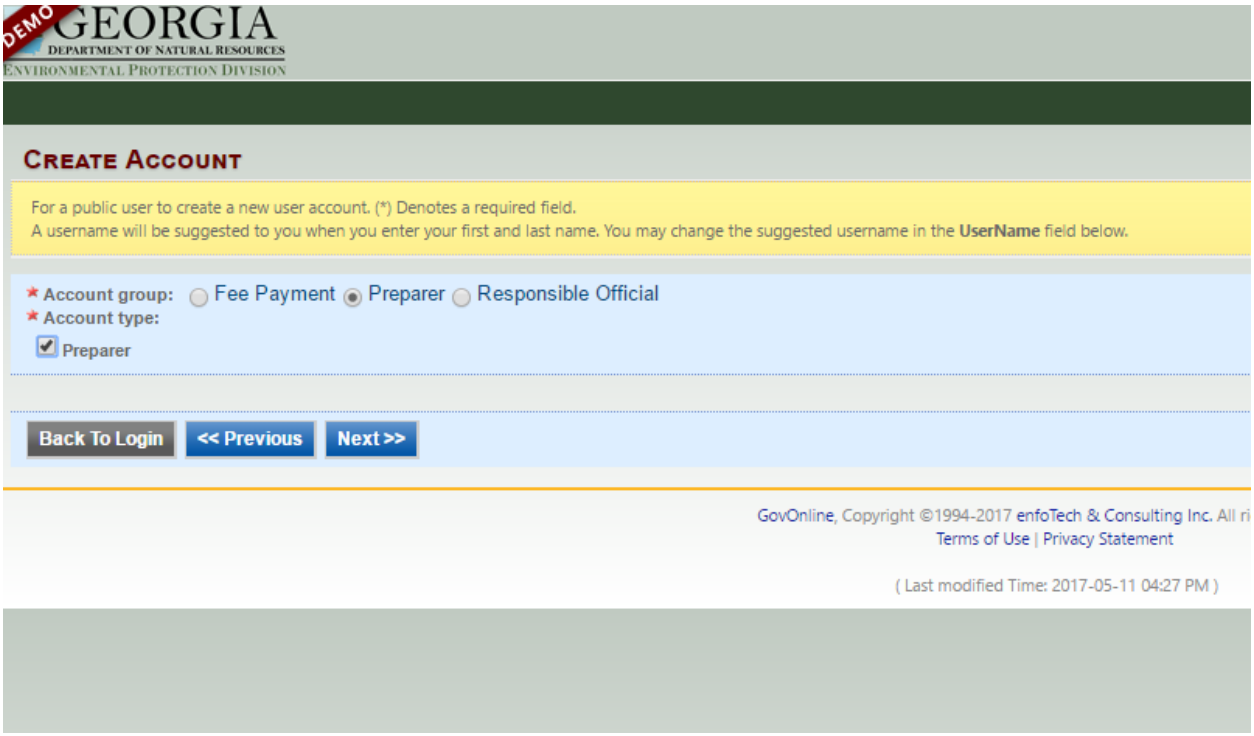
4. If the facility was not covered under the 2012 Industrial General Permit (IGP), complete the facility information form (link below) and email to EPD. The facility information will be entered into EPD's database and will be available in GEOS within a few days. The RO will receive an email when the facility is available in GEOS.

   Facility Information Form

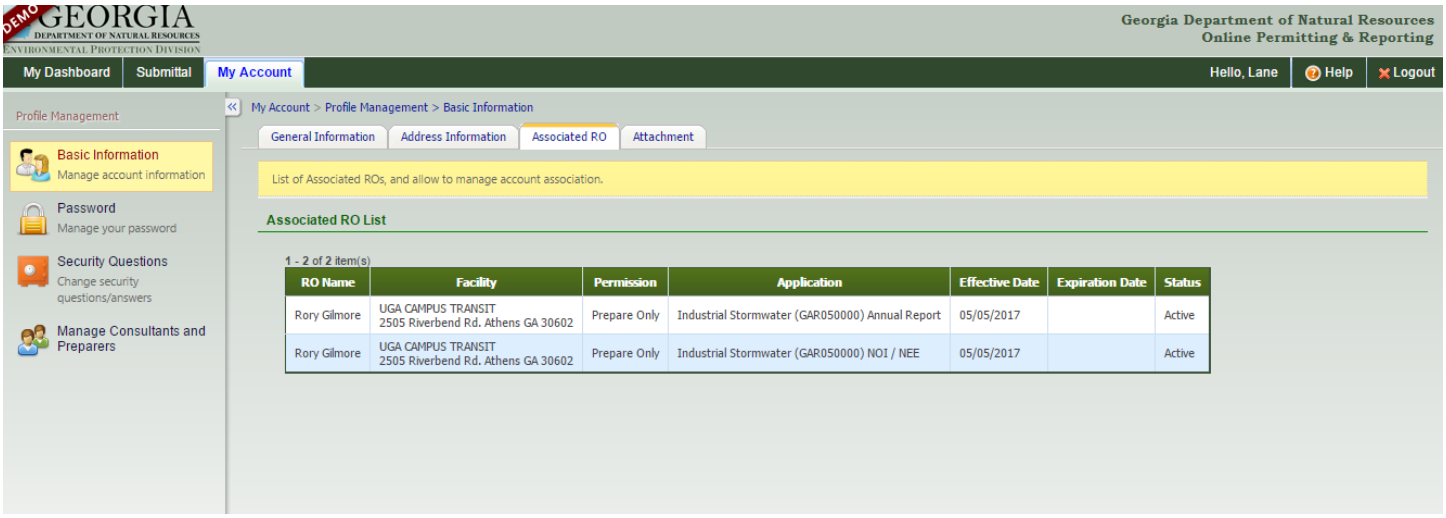
5. Go to Section 1 to get a GEOS account setup and associate your facility.

(4) CREATING AN ACCOUNT AS A PREPARER

1. To create a Preparer account, select "Preparer" for the Account Group, and then select the "Preparer" box.



2. Go to "My Account" and the "Associated RO" tab to confirm you are authorized by the RO. The RO can only authorize a preparer when their facility association is approved by either e-Verify or an ESA. The RO finds and authorizes the preparer by their email.

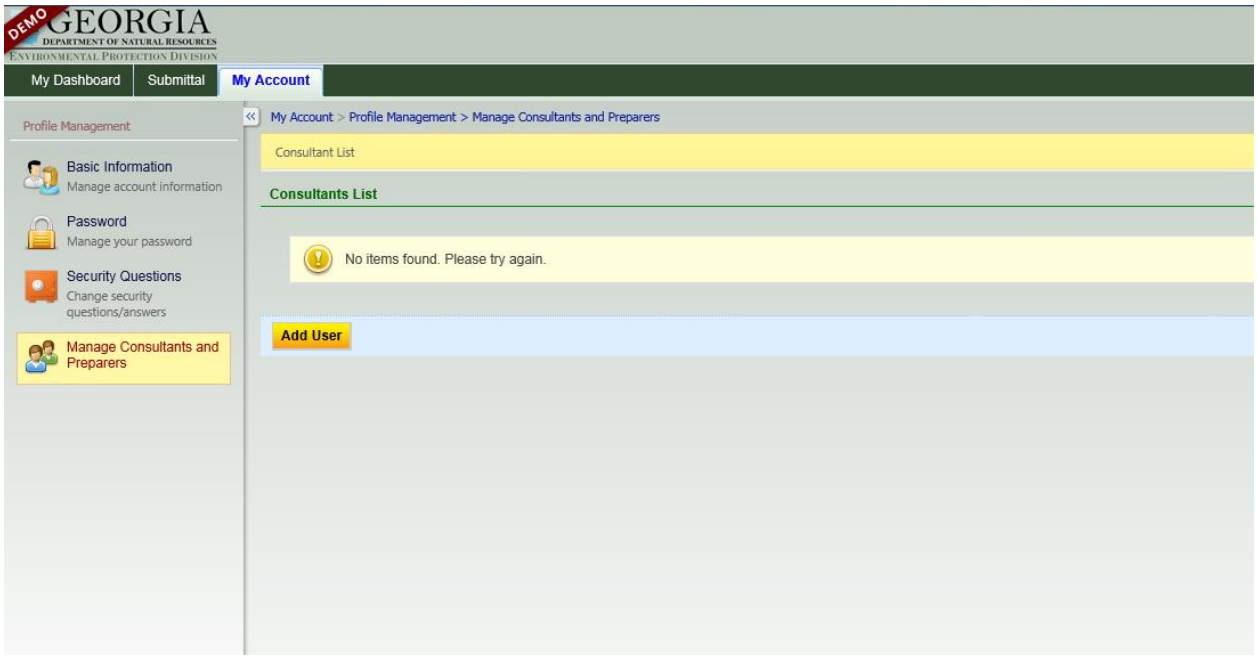


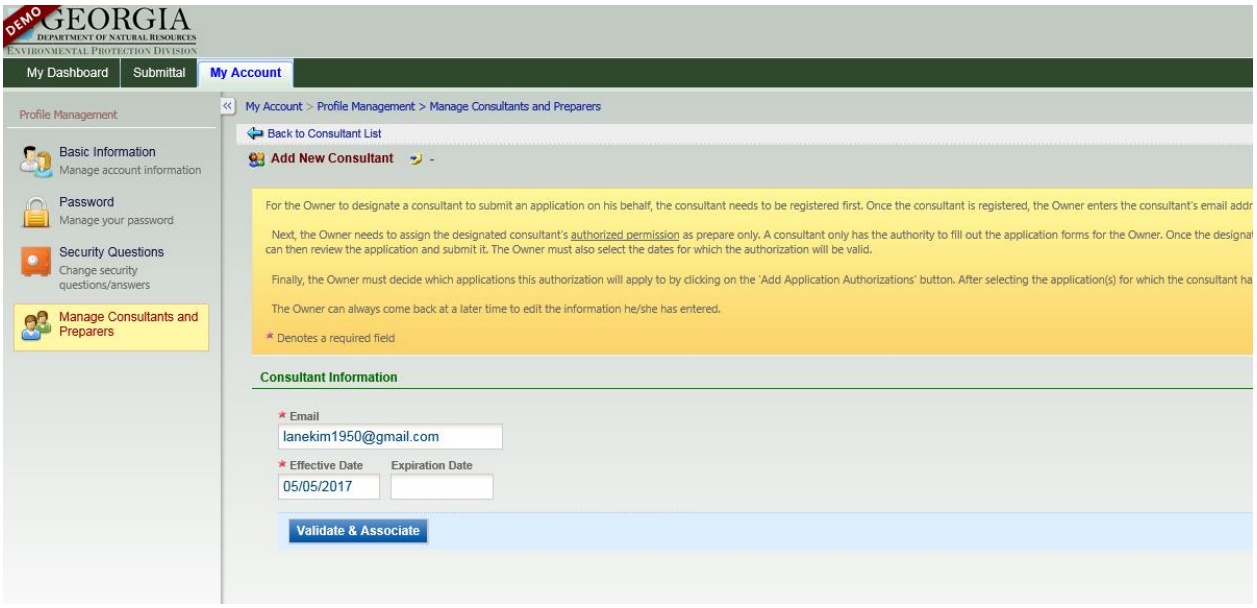
(5) ADDING A PREPARER

1. A RO can add a preparer to complete a NOI/NEE or an annual report. Before authorizing a preparer for your facility, the preparer needs to create a GEOS account.

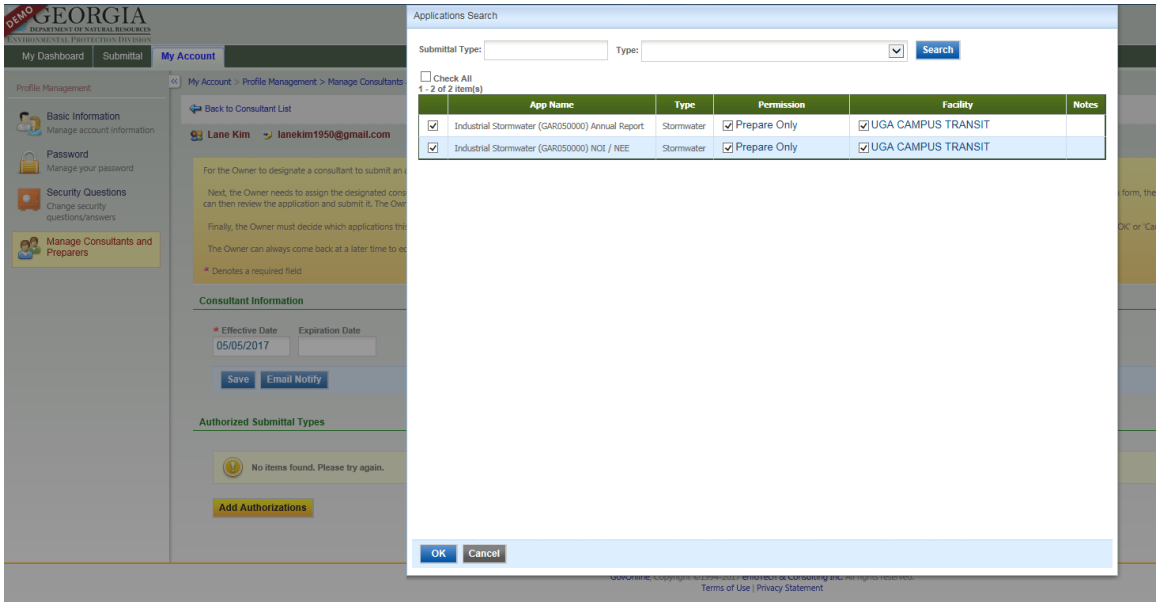
Note: A Preparer can complete the forms, but only the RO can submit the forms to EPD. After the forms are completed by the Preparer, the RO can find the completed forms by selecting My Dashboard > Submittal > Edit Pending Submittals. The form can be identified by the Submittal ID.

2. The RO will go to "My Account" and select "Manage Consultants and Preparers." Select "Add User" and then enter the email address that the preparer uses for their account. Make sure the Expiration Date is reasonably far in the future as the system will lock out that user from the application after the date entered. You do not need to enter a date at this time if you are not certain.





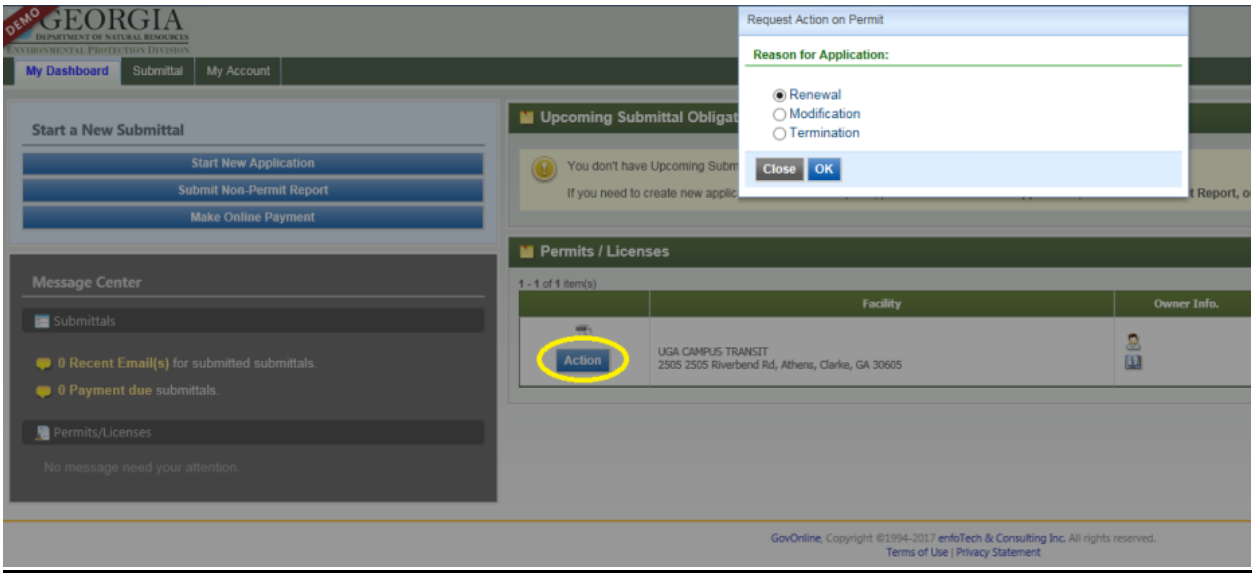
3. Select the facilities and the forms that you want the preparer to access.



(6) RENEWING THE NOI

1. This is for facilities that were previously covered under the 2012 Industrial General Permit (2012 IGP). Once your facility is activated and linked to your account, you will see the permit on the main account page (Dashboard). If you do not see your facility on the dashboard once you associate, please call one of the EPD contacts listed at the end of this guide.

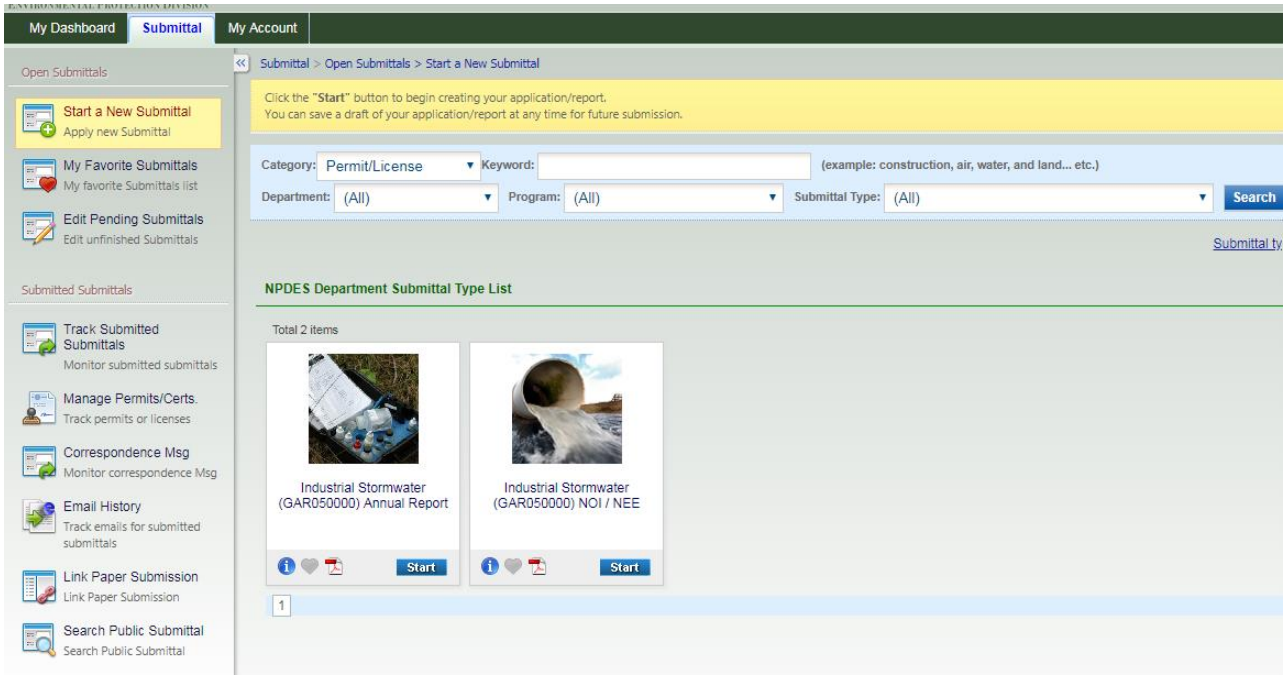
2. Select "Action" and then, select "Renewal." Complete/Edit the NOI form and submit.



3. After the NOI form has been submitted, the form will be reviewed by EPD.
    a. If approved, the RO will get an email from GEOS of the approval.
    b. The form may have comments that need to be addressed. The RO will be email by GEOS that the form was returned with comments. The form that is sent back can be found in Submittal > Edit Pending Submittals. The returned form will be highlighted in 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, copy and paste the comments onto notepad or a wordpad document so you can access the comments as you make the revisions.

(7) <u>SUBMITTING A NEW NOI/NEE FOR A NEW FACILITY</u>

1. To begin submitting a NOI/NEE for a new facility, go to Submittal > Start a New Submittal > Start, and fill out the form in the same manner as explained for an existing facility.

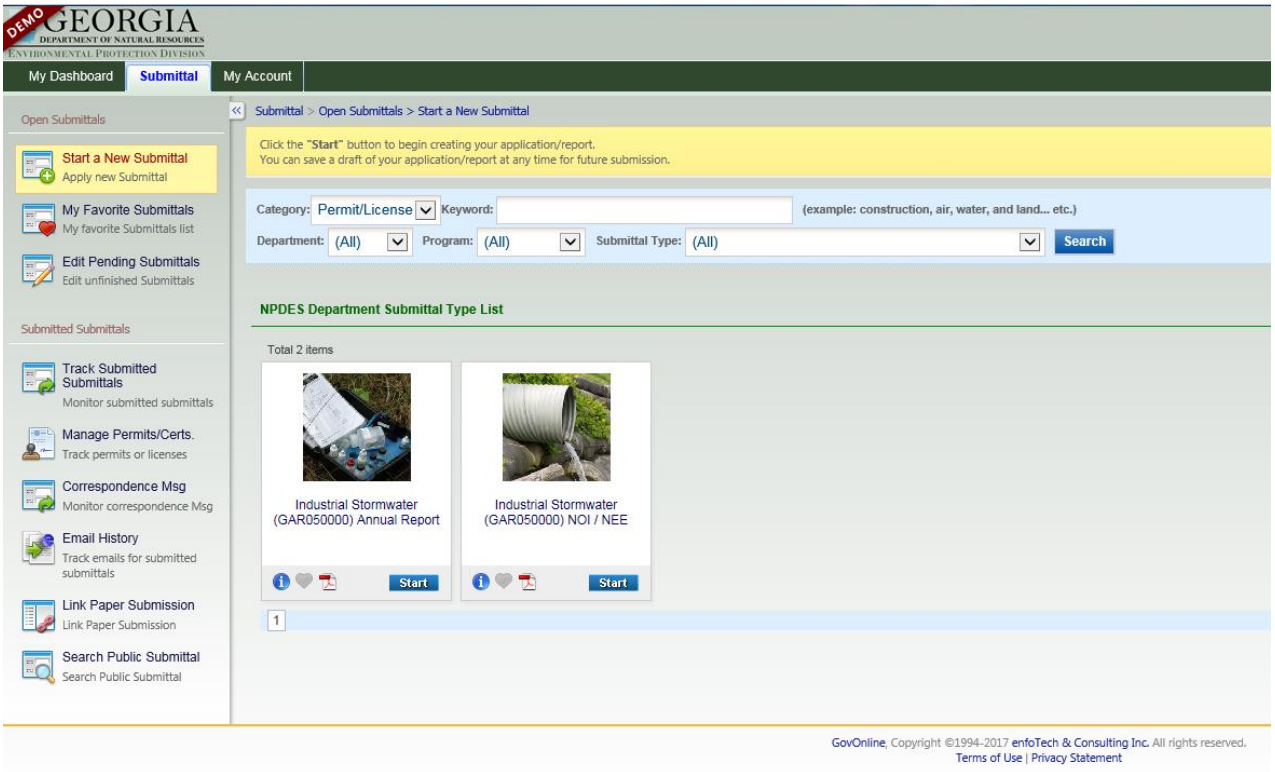


2. After the NOI form has been submitted to EPD, we will review the form.
    c. If approved, the RO will get an email from GEOS of the approval.
    d. If EPD provided comments on the submittal that need to be addressed, the RO will receive an email from GEOS that the form was returned with comments. The form that is sent back can be found in Submittal > Edit Pending Submittals. The returned form will be highlighted in red. Select the notepad and pencil icon to see the comments and make the revisions. Since the comments cannot be seen when you go to the next page to make the revisions, copy and paste the comments onto notepad or a word document so you can access the comments as you make the revisions.

(8) SUBMITTING AN ANNUAL REPORT

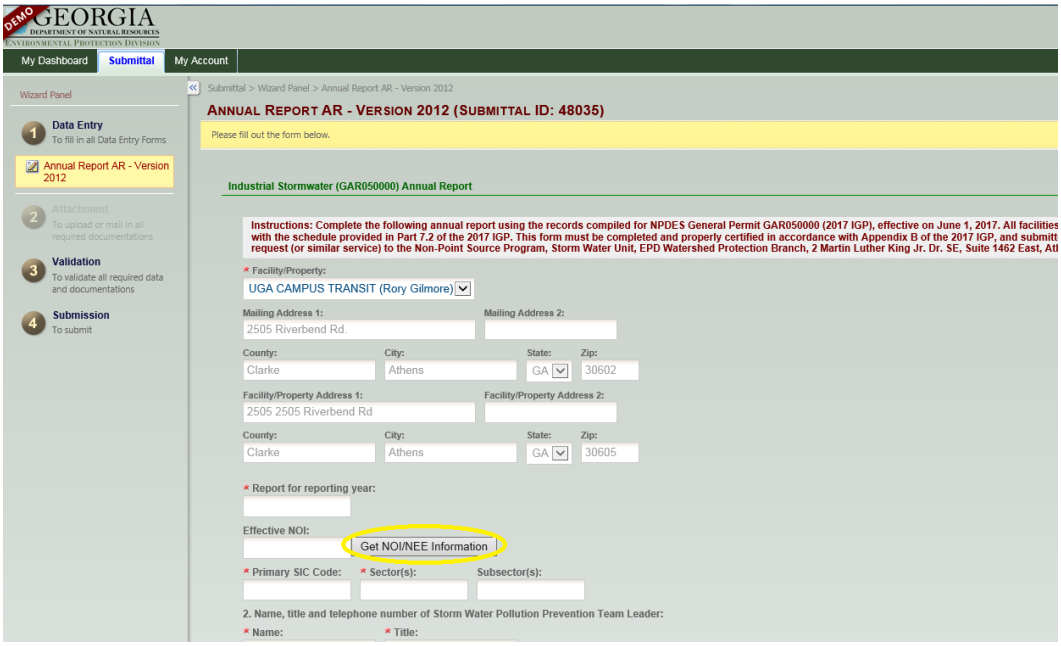
Note: Before submitting an annual report, EPD must approve the NOI. If you find EPD has not approved or returned your NOI for edits, please contact one of the EPD staff listed at the end of this Guide.

1. Select "Submittal" from the green bar at the top of the screen. Select "Start" for the Industrial Stormwater (GAR05000) Annual Report.



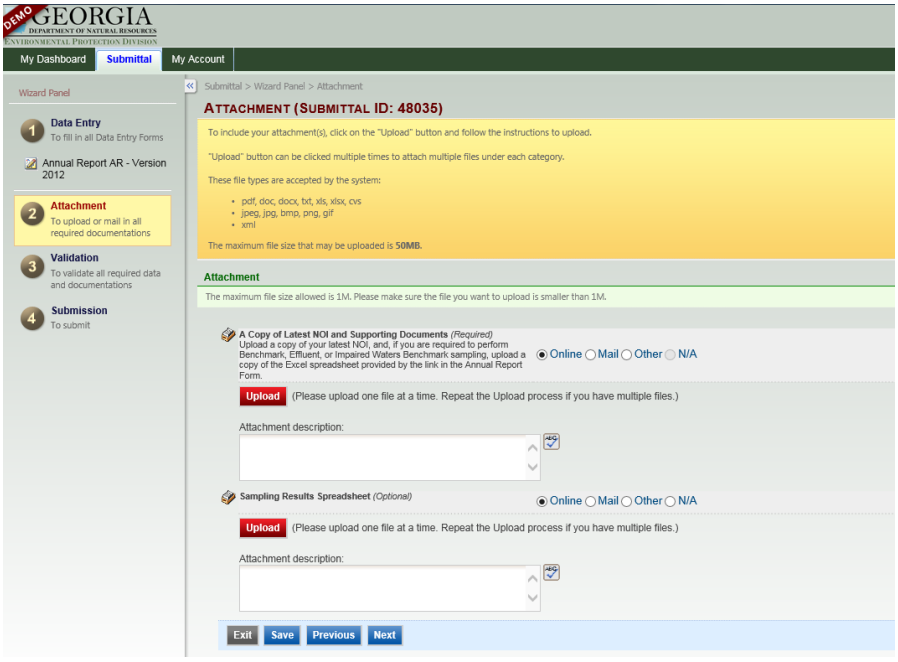
2. In the "Facility/Property" section of the form, select the facility for which you wish to submit an annual report, and then select the "Get NOI/NEE Information" to autofill part of the form.

Note: If the "Effective NOI" box does not autofill when "Get NOI/NEE Information" is selected, contact EPD to resolve the issue.



3. When the annual report form is started, the form is saved and can be opened by selecting Submittal > Edit Pending Submittals.

4. After the annual report has been submitted, the report will be reviewed by EPD.
   a. If approved, the RO will receive an email from GEOS of the approval.
   b. If EPD provided comments on that need to be addressed on the annual report, the RO will receive an email from GEOS that the annual report was returned with comments. The annual report that is returned can be found in Submittal > Edit Pending Submittals. The returned form will be highlighted in 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 assess the comments as you make the revisions.

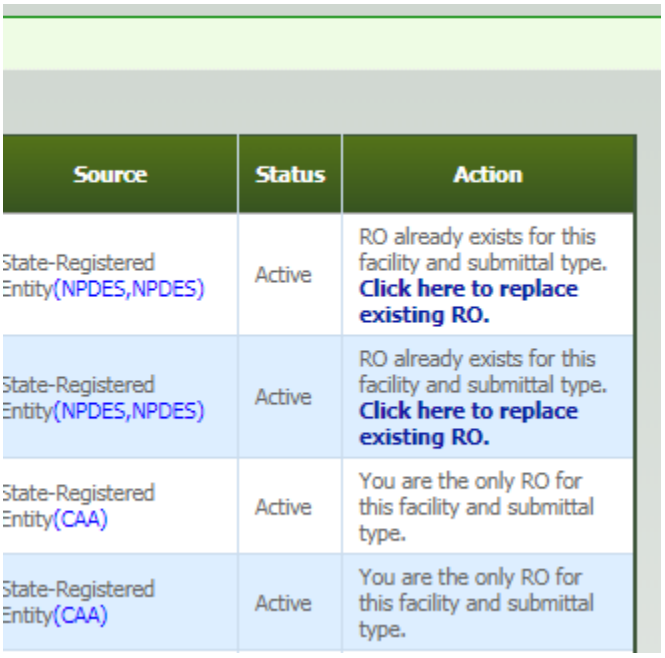


(9) TRANSFERRING A FACILITY FROM ONE RO TO ANOTHER RO

1. If the original RO (RO1) is transferring responsibilities to a new RO (RO2), the RO2 will need to create an account and associate with the facility.

   Note: Before transferring the RO status for the facility, the RO1 should not have any pending submittals or any submitted submittals for review or the forms will be lost. If there is a Preparer, notify Preparer to delete any pending submittals or call EPD to assist in transferring them to the new RO. The RO2 will need to authorize the Preparer for the facility under the RO2's account since the previous RO account will be deactivated.

2. The RO2 will go to My Dashboard > My Account > Basic Information > Associate Facilities and select "Click here to replace existing RO."



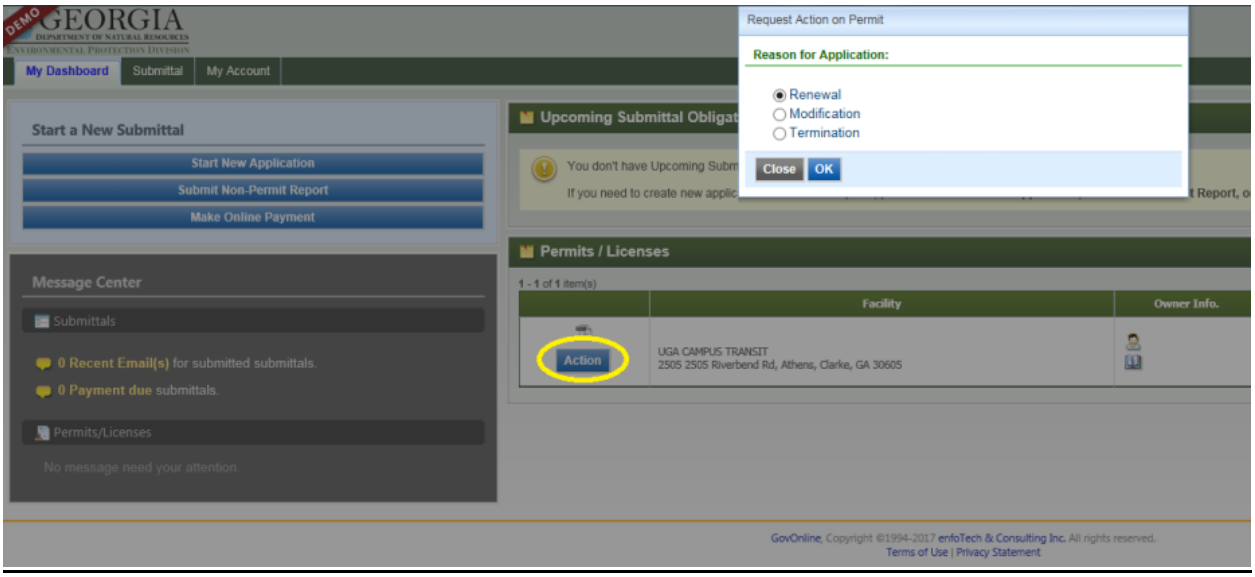
Source	Status	Action
State-Registered Entity(NPDES,NPDES)	Active	RO already exists for this facility and submittal type. **Click here to replace existing RO.**
State-Registered Entity(NPDES,NPDES)	Active	RO already exists for this facility and submittal type. **Click here to replace existing RO.**
State-Registered Entity(CAA)	Active	You are the only RO for this facility and submittal type.
State-Registered Entity(CAA)	Active	You are the only RO for this facility and submittal type.

3. The RO2 will need to enter RO's email address to transfer RO status for the facility. This will need to be done for both "Industrial Stormwater Annual Report" and "Industrial Stormwater NOI/NEE."

(10) TERMINTATING A FACILITY

Note: See Part 1.4 of the Permit on when to terminate a facility. A facility needs to have an approved NOI/NEE for the 2017 Industrial General Permit (2017 IGP) on GEOS before being able to terminate a facility. If the facility was terminated before the reissuance of the 2017 IGP (June 01, 2017), a paper copy of the Notice of Termination can be submitted. Contact EPD for the form.

1. To terminate a facility, select the "Action" icon next to the facility on My Dashboard, select "Termination" and complete the form.


DEMO
GEORGIA
DEPARTMENT OF NATURAL RESOURCES
ENVIRONMENTAL PROTECTION DIVISION
My Dashboard
Submittal
My Account
Start a New Submittal
Start New Application
Submit Non-Permit Report
Make Online Payment
Message Center
Submittals
0 Recent Email(s) for submitted submittals.
0 Payment due submittals.
Permits/Licenses
No message need your attention.
Upcoming Submittal Obligat
You don't have Upcoming Subm
If you need to create new applic
Permits / Licenses
1 - 1 of 1 item(s)
Facility
Owner Info.
Action
UGA CAMPUS TRANSIT
2505 2505 Riverbend Rd, Athens, Clarke, GA 30605
Request Action on Permit
Reason for Application:
Renewal
Modification
Termination
Close
OK
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(11) CONTACT INFORMATION

For help with GEOS and the Industrial General Permit, please contact:

Jaliyl Collins
Environmental Specialist
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Lina Yazbak
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Lina.yazbak@dnr.ga.gov

Grant Lockman
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EPD_IT@dnr.ga.gov