



GEORGIA
DEPARTMENT OF NATURAL RESOURCES

ENVIRONMENTAL PROTECTION DIVISION

GEOS
Sewer Overflow / Bypass Report Submission
Instructions

Public Guidance Document

Disclaimer: This document is provided as guidance for entering and submitting Sewer Overflow and Bypass Reports. It is not meant to modify or replace permit language or applicable laws and regulations. If there is a conflict between this guidance and permit language or applicable rules and regulations, the permit and/or regulations shall govern.

Version 1.2
July 10, 2025

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Section 1: Purpose

To comply with Federal Phase II E-Reporting requirements as indicated in 40CFR Part 127, EPD will begin requiring the use of GEOS to report all sewer overflows or bypasses from publicly owned treatment works (POTWs). The following instructions provide guidance for public users to create GEOS accounts with appropriate permissions to submit Sewer Overflow or Bypass Summary Reports through GEOS and properly fill out the report.

For questions, please contact your assigned EPD Compliance Officer.

Section 2: Accessing GEOS

A GEOS account is required to electronically submit spills to EPD. Below are the instructions for creating a GEOS account and updating permissions for existing GEOS accounts.

1. New Users

All new GEOS users should create a GEOS account. Full instructions are at the following link: [GEOS Account Creation](#).

- To create an account, click on “create a new account” on the GEOS homepage.
- Fill in the General Information.
- Select “Responsible Official” for the account group type and select the corresponding submittal group (either RO for Industrial Compliance or RO for Municipal Compliance).

* Account group: Fee Payment Preparer Responsible Official

* Submittal Group:

<input type="checkbox"/> Air: RO for SIP	<input type="checkbox"/> Land: RO/Owner for Scrap Tire	<input type="checkbox"/> Water: RO for Buffer Variance	<input type="checkbox"/> Water: RO for Industrial Pretreatment Permit
<input type="checkbox"/> Air: RO/Owner for Title V	<input type="checkbox"/> Land: RO/Owner for Solid Waste	<input type="checkbox"/> Water: RO for Domestic LAS Permits	<input checked="" type="checkbox"/> Water: RO for Municipal Compliance
<input type="checkbox"/> Finance: RO/Owner for EAF Fee Remitter	<input type="checkbox"/> Land: RO/Owner for Surface Mining	<input type="checkbox"/> Water: RO for Domestic Wastewater	<input type="checkbox"/> Water: RO for Municipal Wastewater GEFA
<input type="checkbox"/> Finance: RO/Owner for Hazardous Substance Fee	<input type="checkbox"/> Land: RO/Owner for Trust Fund Reimbursement Request	<input type="checkbox"/> Water: RO for Drinking Water	<input type="checkbox"/> Water: RO for Non-Farm Water Withdrawal and 401 Water Quality Certification
<input type="checkbox"/> Finance: RO/Owner for Hazardous Waste Fee	<input type="checkbox"/> Land: RO/Owner for Underground Storage Tank	<input checked="" type="checkbox"/> Water: RO for Industrial Compliance	<input type="checkbox"/> Water: RO for Safe Dam
<input type="checkbox"/> Invoice Payment Only	<input type="checkbox"/> Land: RO/Owner for Voluntary Remediation Program	<input type="checkbox"/> Water: RO for Industrial LAS Permits	<input type="checkbox"/> Water: RO/Owner for Storm Water Construction
<input type="checkbox"/> Land: RO/Owner for Brownfield	<input type="checkbox"/> RO for Underground Injection Control Permit	<input type="checkbox"/> Water: RO for Industrial NPDES	<input type="checkbox"/> Water: RO/Owner for Storm Water Industrial
<input type="checkbox"/> Land: RO/Owner for Lead-Based Paint and Asbestos			

- On the same page, click on “Associate Facility” to search for your facility (or facilities) to assign to your account.
- When associating the facility, be sure to check the box all the left under “Select” and the box “Sewer Overflow/Bypass Summary Report” under “Submission Type”. Click the blue “OK” box at the bottom of the page.

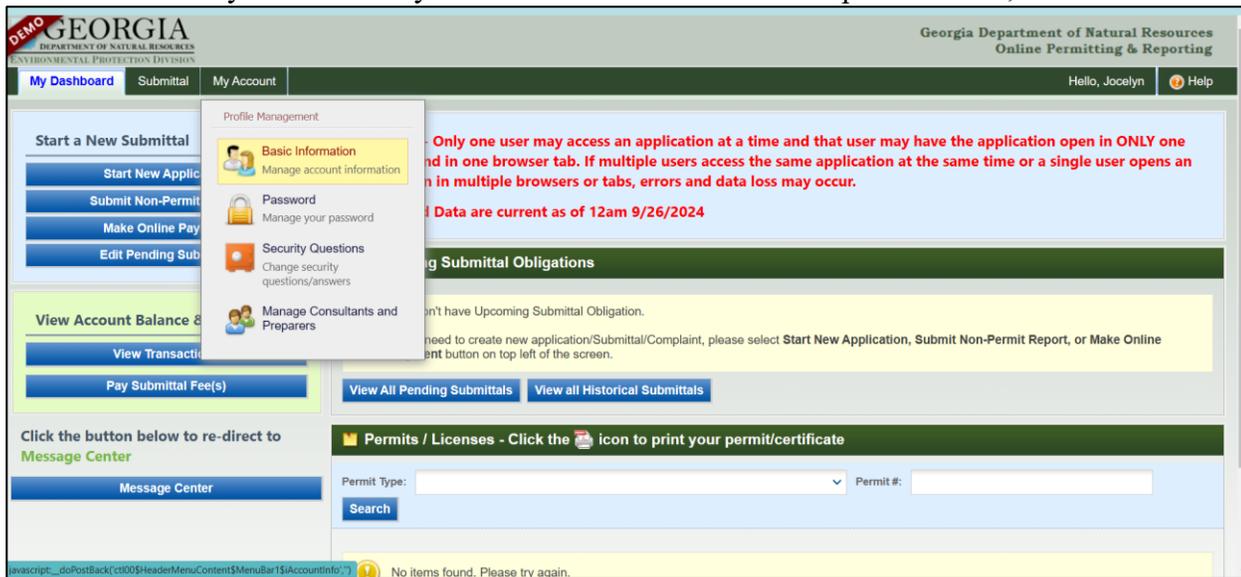
Select	Name	Physical Location	Mailing Address	Source	Submission Type
<input checked="" type="checkbox"/>	GWINNETT COUNTY DEPARTMENT OF WATER RESOURCES (YELLOW RIVER WPCP) (NPDES; storm Water Industrial)	858 Tom Smith Rd SW, Lilburn, GA 30047	684 Winder Highway, Lawrenceville, GA 30045	State-Registered Entity (NPDES, Storm Water Industrial) Program Facility ID: GA0047911 Watershed: 00631	<input type="checkbox"/> Select All <input checked="" type="checkbox"/> Sewer Overflow/Bypass Summary Report

- Select your security questions and answers. Select your verification method to complete registration.

2. Existing Users

Users who already have access to GEOS have the ability to associate the Sewer Overflow / Bypass Summary Report with their existing profiles.

- Select “My Account” in your GEOS dashboard. In the dropdown menu, select “Basic Information.”



- Select the “Associate Facilities” tab and select the “RO for Municipal Compliance Group” and click the blue “Save Account” button.



- On the Associate Facilities page, scroll to the bottom and select the yellow “Associate Facility” button to search for your facility.



- Type in the name or address for the facility and hit “Search”.
 - *To further narrow your search and reduce the number of facilities that appear, select “wastewater” from the dropdown for “Environmental Interest Group.” Select “NPDES” from the dropdown for “Environmental Interest.”*

Search Facility

Account type determines the submittal types available. If you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. Please note that certain submittal types might not be available for selection on this screen, because those Sites/Locations/Facilities have not been formally registered by the authority in the master database for use. For assistance, or if you wish to use FIS ID and do not know it, please contact your regulatory representative via one of the links in the EPD website page <https://epd.georgia.gov/geos/contact-us>

Facility Name: Address: FIS ID:

Environmental Interest Group: Environmental Interest: Registered / Non-registered:

Search To go to the next step you need to find your facility using one of the search parameters above and then click the Search button.

Close

- Once you locate your facility, select the check box next to the name of the facility and the checkbox for “Sewer Overflow or Bypass Summary Report” under submission type. Click the blue “OK” button to save the facility.
 - Some permittees may also have additional permits for facilities that are non-wastewater related (such as air permits). Please ensure that the facility you select says “NPDES” under the name and the program facility ID begins with “GA00”. For LAS facilities, it should say “LAS” as well as “NPDES” under the name and the program facility ID will begin with “GAJ0”.
 - If you will be entering spills for multiple facilities, you must associate all of the facilities to your account.
 - Systems with multiple permitted facilities should submit all sewer overflows from the collection system using **one** facility profile only or in accordance with established notification practices to EPD. Bypass events and major outfall spills should be submitted under the permit number of the facility in which the bypass or outfall spill occurred.

Search Facility

Create New Facility If you are registering a NEW facility, click this button to proceed.

Account type determines the submittal types available. If you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. Please note that certain submittal types might not be available for selection on this screen, because those Sites/Locations/Facilities have not been formally registered by the authority in the master database for use. For assistance, or if you wish to use FIS ID and do not know it, please contact your regulatory representative via one of the links in the EPD website page <https://epd.georgia.gov/geos/contact-us>

Facility Name: Address: FIS ID:

Environmental Interest Group: Environmental Interest: Registered / Non-registered:

Search

Select Page All

1 - 4 of 4 displayed, total item(s)

Select	Name	Physical Location	Mailing Address	Source	Submission Type
<input checked="" type="checkbox"/>	GWINNETT COUNTY DEPARTMENT OF WATER RESOURCES (YELLOW RIVER WBCP) (NPDES, Storm Water Industrial)	858 Tom Smith Rd SW , Lilburn , GA 30047	684 Winder Highway , Lawrenceville , GA 30045	State-Registered Entity(NPDES,Storm Water Industrial) Program Facility ID: Watershed: GA0047911 Watershed: 00631	<input type="checkbox"/> Select All <input checked="" type="checkbox"/> Sewer Overflow/Bypass Summary Report
<input type="checkbox"/>	GWINNETT COUNTY (LANIER WTF)(GP NPDES Filter Backwash)	2601 Buford Dam Road , Buford , GA 30518	684 Winder Highway , Lawrenceville , GA 30045	State-Registered Entity(GP NPDES Filter Backwash) Program Facility ID: Watershed: GAG640022	<input type="checkbox"/> Select All <input type="checkbox"/> Sewer Overflow/Bypass Summary Report
<input type="checkbox"/>	GWINNETT COUNTY DEPARTMENT OF WATER RESOURCES (CROOKED CREEK WRF) (NPDES,Storm Water Industrial)	6557 Plant Dr NW , Norcross , GA 30092	684 Winder Hwy , Lawrenceville , GA 30045	State-Registered Entity(NPDES,Storm Water Industrial) Program Facility ID: Watershed: GA0026433 Watershed: 00628	<input type="checkbox"/> Select All <input type="checkbox"/> Sewer Overflow/Bypass Summary Report
<input type="checkbox"/>	GWINNETT COUNTY BOARD OF COMMISSIONERS (F. WAYNE HILL WRC)(NPDES,GP NPDES Gwinnett Reuse,Storm Water Industrial)	3276 Buford Dr , Buford , GA 30519	684 Winder Highway , Lawrenceville , GA 30045	State-Registered Entity(NPDES,GP NPDES Gwinnett Reuse,Storm Water Industrial) Program Facility ID: Watershed: GA0038130 Watershed: GAG960001 Watershed: 04010	<input type="checkbox"/> Select All <input type="checkbox"/> Sewer Overflow/Bypass Summary Report

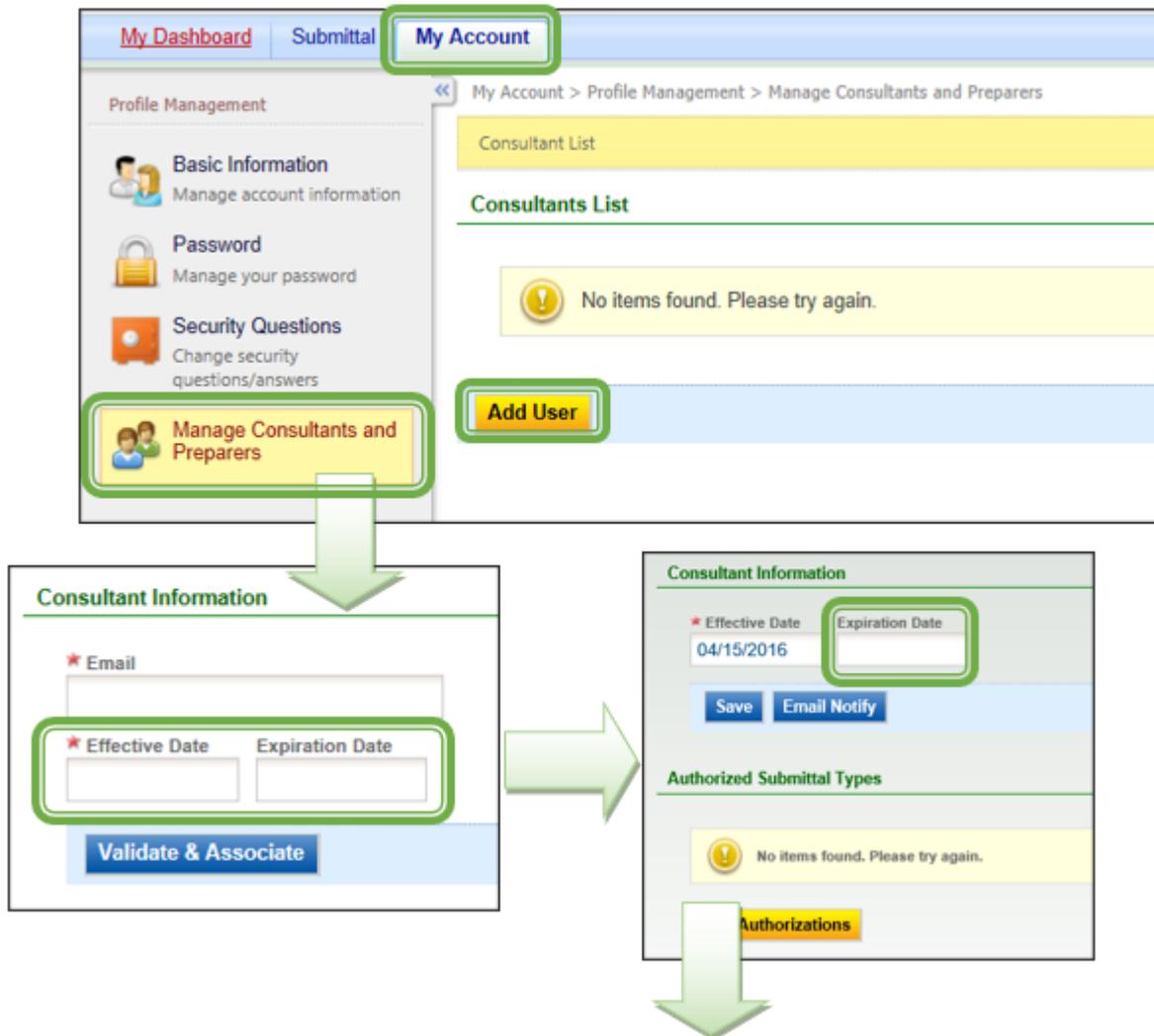
OK **Close**

3. Adding Users to Prepare Submittals to RO Account

A RO will be the person who is responsible for the accuracy of each submittal he/she certifies. However, a RO could bring in “preparers” to perform data entry.

The GEOS will allow the RO to:

- Go to “Manage Consultants and Preparers” section
- Search another GEOS public user using email address
- Once found, add that person to the RO account as a “preparer”.
- Specify an effective date and an expiration date for this authorization to take effect.
- Specify the Facility(s) and the submittal type(s) this consultant is allowed to do
- Send an email notification to notify the Consultant



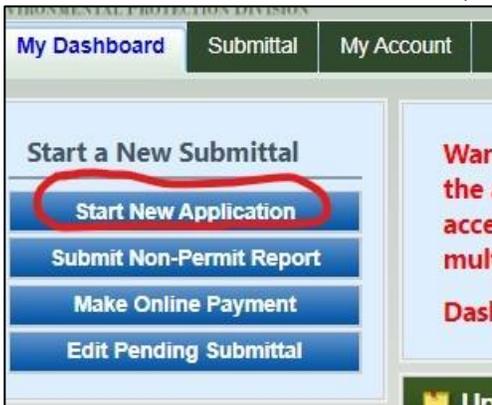
Authorized Submittal Types				
1 - 2 of 2 item(s)				
	Submittal Type	Facility	Permission	Status
✘	Construction NOI	MOHAWK IND-DURKAN PAT	Prepare Only	Active
✘	Blanket Secondary Permittee NOI	TESTRON INTERNATIONAL INC.	Prepare Only	Active

[Add Authorizations](#)

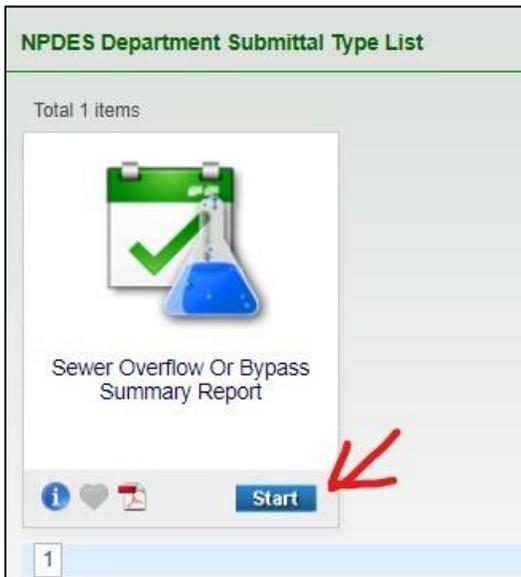
Note: Preparers can enter data for spill reports but **cannot** submit the report. Any individual that needs to submit the reports **must** be registered as an RO.

Section 3: Creating a Sewer Overflow/ Bypass Summary Report

- Log into your GEOS account
- On the left side of the screen, select “Start New Application.”



- Select “Start” under Sewer Overflow or Bypass Summary Report.



- Select “Next” on the following page.

Note: The form has 11 sections, including a Certification section. One form must be submitted per sewer overflow/bypass event. Not all information must be completed for the 24-hour submission, but all sections *must be addressed as indicated in the 5-day submission*.

Section 4: Completing a Sewer Overflow/ Bypass Summary Report

The Sewer Overflow / Bypass Summary Report contains 11 sections, as listed below.

- Section 1: Facility Information
- Section 2: Contact Information
- Section 3: Sewer Overflow or Bypass Outfall Information
- Section 4: Sewer Overflow or Bypass Location Information (Non-Outfall Event Only)
- Section 5: Sewer Overflow or Bypass Information
- Section 6: Known or Likely Cause of Sewer Overflow or Bypasses
- Section 7: Corrective Actions Taken or Planned for Sewer Overflow or Bypasses
- Section 8: Known or Potential Impacts of Sewer Overflow or Bypasses
- Section 9: Fish Kill Reporting
- Section 10: Follow-Up Requirements
- Section 11: Certification

1. Section 1: Facility Information

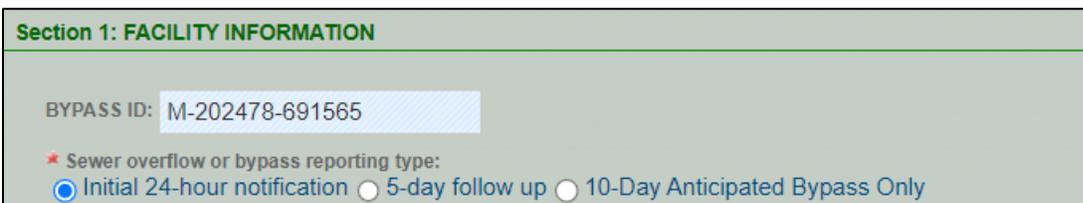
Definitions

- *Initial 24-hour Notification:* An initial report to be submitted to EPD within 24 hours of becoming aware of a sewer overflow or bypass. This report often does not include all information about the incident.
- *5-day Follow Up:* A final report required to be submitted to EPD within 5 days of becoming aware of a sewer overflow or bypass. This report should include all available information about the incident. *Note: 5-day reports **must** be linked to a 24-hour report.*
- *10-day Anticipated Bypass:* A notification submitted to EPD 10 days before the anticipated diversion of wastewater around the permitted treatment works.
- *Private Spill:* A sewer overflow (or spill) that occurs due to issues outside of the permittee’s collection system. 5-day Follow Up reports are **not** required for private spills. Example: Clogged line in private lateral.

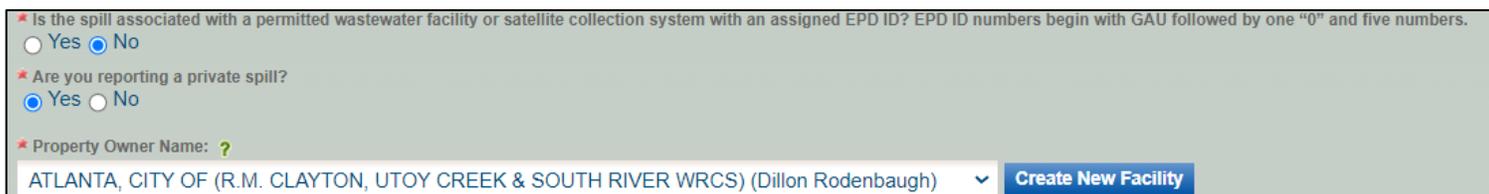
Steps

When reporting a sewer overflow or spill from a collection system, a 24-hour Notification must be submitted. The required 5-day report must be submitted when all information is known (on or before the five days).

- Select the relevant report type. Required information will have a red asterisk. Note that not all information is required for the 24-hour Notification but complete information is required for the 5-day Follow Up submission.

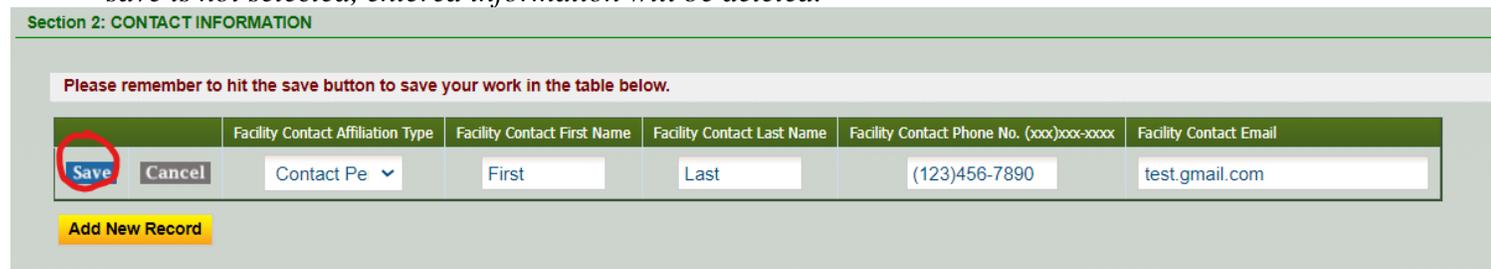


- If your system has a wastewater permit (NPDES) or an EPD ID number that begins with GAU-, mark “Yes” for the first question below and select the appropriate facility under the Property Owner Name. *Note: For spills occurring outside of the POTW’s collection system, mark “No” to report a private spill.*
- If the spill is private, select “Yes,” for the second question below, click the blue button to “Create New Facility,” and fill out corresponding information as prompted.



2. Section 2: Contact Information

- Select “Add New Record,” fill out corresponding information, and click the blue “Save” button. *Note: If save is not selected, entered information will be deleted.*



Facility Contact Affiliation Type	Facility Contact First Name	Facility Contact Last Name	Facility Contact Phone No. (xxx)xxx-xxxx	Facility Contact Email
Contact Pe	First	Last	(123)456-7890	test@gmail.com

3. Section 3: Sewer Overflow or Bypass Outfall Information

Definitions

- *Building back up into a building caused by conditions in the Water Collection Transmission System (WCTS):* A wastewater backup into a building caused by issues in the collection system.
- *CSO Wet-weather from Combined Sewer System to waters of the State:* When a combined sewer overflow occurs during a rain event.
- *CSO Dry-weather from Combined Sewer System to waters of the State:* When a combined sewer overflow occurs during a non-rain event.
- *Overflow onto dry land:* A release of sewage that does not enter waters of the State.
- *Spill into waters of the State:* A release of sewage that enters waters of the State. Sewage that enters a

ditch should be classified using this option.

- *Outfall spill:* When the discharge into waters of the State by a permitted treatment works exceeds the weekly permitted effluent limit for BOD₅ and TSS by 50% or greater, provided the effluent discharge is equal or greater than 25 mg/L.

Steps

- Select the appropriate destination of the sewer overflow or bypass and the relevant category. Helpful definitions are provided above. Note that Section 4 must be completed if the incident occurs at a “Non-Outfall” location.

★ Destination of sewer overflow or bypass:

Building backup into a building caused by conditions in the WCTS

CSO Wet-weather from Combined Sewer System to waters of the state.

CSO Dry-weather from Combined Sewer System to waters of the state.

Overflow onto dryland

Spill into waters of the state.

★ Please select the sewer overflow or bypass category

Major Spill (> 10,000 gallons)

Major Spill (outfall spill at permitted outfall location caused by high BOD or TSS)

Major Spill (results in other water quality violations not defined above)

Non-Major Spill (<10,000 gallons)

- Select whether the overflow or bypass occurred at a permitted outfall defined in the Permit or another location. For example, if reporting a bypass event at a permitted treatment facility, please select “Permitted Outfall.” If the spill occurred at an outfall location, enter the corresponding ID number. This ID number should match the outfall identification number located in NetDMR for the facility.

★ Please select the sewer overflow or bypass location type

Permitted Outfall

Non-Outfall

★ Permitted Feature ID (should be identical to outfall identification in NetDMR)

001

- *Note: Most sewer overflows or spills, including any overflow from a collection system, will occur at a “Non-Outfall” location.*

4. Section 4: Sewer Overflow or Bypass Location Information (Non-Outfall Event Only)

Note: This section will be necessary **only** if reporting an incident at a “Non-Outfall” location.

- Enter the location for the spill address, to include street name, city, state, zip code, and latitude and longitude (in decimal degrees). If there is not an exact address for the spill, provide the nearest street address along with the other identifying data. Click the “Map It” button to generate the latitude and longitude on a map.

Section 4: SEWER OVERFLOW OR BYPASS LOCATION INFORMATION (NON-OUTFALL EVENT ONLY)

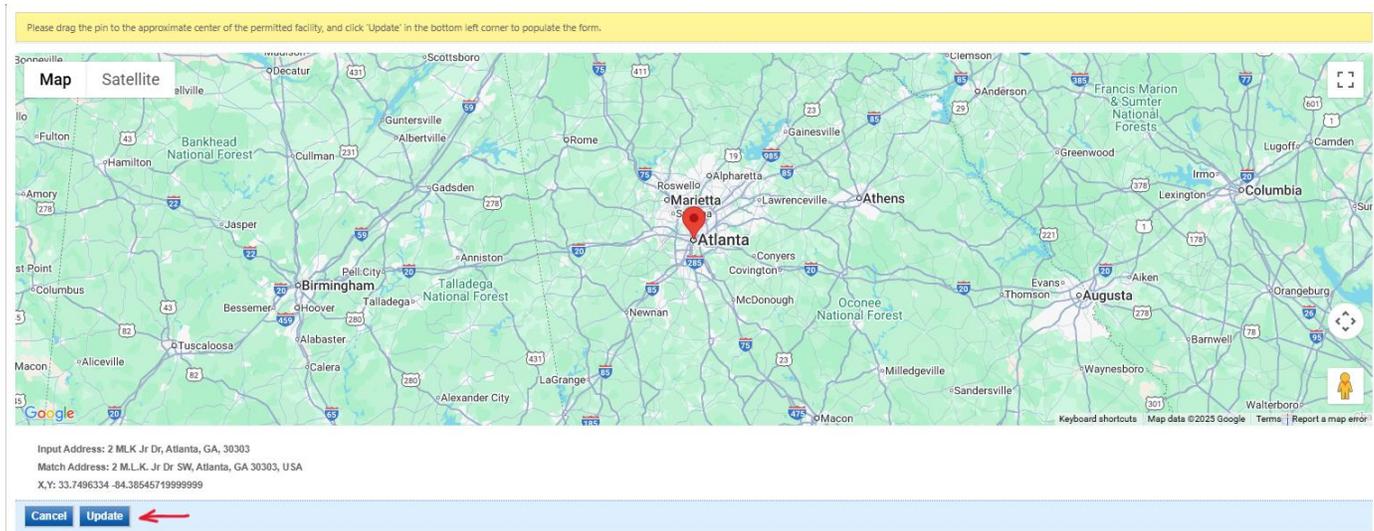
Please identify the nearest street address of the Sewer Overflow or Bypass. If the location is not within 0.25 miles of a common address, please list the closest address.

Sewer Overflow or Bypass Location Address:

Location City: Location State: Location Zip Code: Location County:

Latitude (ex: 33.123456) Longitude (ex: -84.123456)

- Drag the red pin to the location of the SSO and select the blue “Update” button.
 - Dragging the pin to the exact location may change the location address originally entered. If you want the address to match what was entered originally, re-type the location address **after** you have completed the “Map It.” Alternatively, you can skip the map it step and manually enter the latitude and longitude for the spill location.



5. Section 5: Sewer Overflow or Bypass Information

- Click the edit button (shown with a pencil on a sheet of paper). Fill out the corresponding data.
- Please enter the volume **without commas** in the textbox for “Sewer Overflow or Bypass Discharge Volume”
- Please select “Raw Sewage” as the “Overflow Type” for discharges from collection systems (i.e. sewer overflows or spills).
- Please select “Stream” as the “Waterbody Type” for all creeks, rivers, and streams.

Section 5: SEWER OVERFLOW OR BYPASS INFORMATION

Please remember to hit the save button to save your work in the tab

Please provide the following information for the Sewer Overflow Or Bypass. F

Sewer Overflow Or Bypass Category	Type of Treatment at Outfall (include all that apply)	Type of Sewer Structure
	<input type="checkbox"/> Dechlorination <input type="checkbox"/> Disinfection <input type="checkbox"/> Headworks treatment equipment <input type="checkbox"/> None <input type="checkbox"/> Primary treatment <input type="checkbox"/> Secondary treatment equipment <input type="checkbox"/> Tertiary treatment equipment <input type="checkbox"/> Other	

Section 5: KNOWN OR LIKELY KNOWN CAUSE OF SEWER OVERFLOW

- When all information in the section is filled out, click the blue “Save” button (which will be located where the edit button was).

Section 5: SEWER OVERFLOW OR BYPASS INFORMATION

Please remember to hit the save button to save your work i

Please provide the following information for the Sewer Overflow Or

Sewer Overflow Or Bypass Category	Type of Treatment at Outfall (include all that apply)	Typ Stru
	<input type="checkbox"/> Dechlorination <input type="checkbox"/> Disinfection <input type="checkbox"/> Headworks treatment equipment <input type="checkbox"/> None <input type="checkbox"/> Primary treatment <input type="checkbox"/> Secondary	

Save

6. Sections 6-10: Causes, Corrective Actions, Impacts, and Follow-Up Sewer Overflow or Bypass Events

Sections 6-10 focus on details associated with the reported incident. These sections are not required to be completed as part of an Initial 24-hour Notification, but they must be completed for the 5-day Follow Up Report.

- For 5-day submissions, at least one item must be selected per *section*, but you do not need to choose an item in every *sub-section*.
- If a fish kill did not occur due to the reported incident, please indicate “No” for Section 9.

The listed items in Section 10 apply to most major spills (>10,000 gallons) and some apply to spills of any volume. These are organized into sub-sections in the form reflective of these requirements.

- The following apply to **all spills**:
 - Posting signage at spill location;
 - Notifying local media within 24 hours;
 - Notifying Health Department;
- The following requirement apply **only to major spills**:
 - Providing public notice to newspaper to be published within 7 days;
 - Notification of downstream entities whose public water supply is 20 miles downstream of the spill;
 - Notification of other downstream entities and/or Coastal Agencies;
 - Water quality sampling for 1 year

7. Section 11: Certification

- The Responsible Official (RO) must fill out the certification section. To save the report, click the blue “Save” button. To submit the report, click the blue “Next” button. Note: *If you click the “Next” button and it does not take you to the next page, there is required information missing. Scroll to the top of the page to see what information needs to be included to successfully submit the report.*

Section 11: CERTIFICATION

* I certify under penalty of law that the information in this report and all attachments was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate this information. I am aware that there are significant penalties for false certification including the possibility of fine and imprisonment.

* Print Name: * Title:

* Signature of Permittee: * Date:

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

- Reports can be accessed later for editing by clicking “Edit Pending Submittals” in the GEOS Dashboard. Once in the Unfinished Submittals list, click the edit button for the report you would like to edit.

Open Submittals



Start a New Submittal
Apply new Submittal



My Favorite Submittals
My favorite Submittals list



Edit Pending Submittals
Edit unfinished Submittals

Unfinished Submittals						
1 - 15 of 28 displayed, total 28 item(s)						
	Instructions	Facility	App Info.	Type	RO Info.	
✖	✎	N/A	691228 - Sewer Overflow Or Bypass Summary Report App Type: Status: Pending	Wastewater Updated on: 12/04/2023	Edwina Basilio 2440 Bolton Road NW , Atlanta , 30318	

- When arriving at the attachment page, attach relevant documents to the corresponding location. It is recommended documents are uploaded by selecting “Online.” Documents can be mailed to EPD at the below address; however, if the submitted documents are related to a facility assigned to an EPD District Office, you may encounter delays as mailed files will need to be transmitted within EPD after arriving at the listed address. Once the documents have been uploaded, click the blue “Next” button.
 - *Note: Not all reports require attachments. Reports that require attachments will say (Required) next to the attachment name.*

Attachment

The maximum file size allowed is 100MB. Please make sure the file you want to upload is smaller than 100MB.

 **Additional Spill findings report** *(Optional)* Online Mail Other N/A

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

Attachment description:

 **Fish Kill Investigation Report** *(Optional)* Online Mail Other N/A

Please mail to:

Georgia Environmental Protection Division, Watershed Compliance Program
 2 Martin King, Jr. Drive Suite 1470A, East Tower
 Atlanta Georgia 30334

Attachment description:

- Once on the validation screen, click the blue “Next” button.

VALIDATION (SUBMITTAL ID: 691570)

Review your Application and any Attachments. Save any changes.
Proceed to Submission by clicking NEXT.

Application Form(s) Summary

Click on the [hyperlinks](#) below to return to a specific section of the application.
Click on the PDF [hyperlink](#) below to open/save/print the PDF.

✓ [Online Sewer Overflow/Bypass Summary Report](#)

Attachment(s) Summary

✓ [Additional Spill findings report](#)
✓ [Fish Kill Investigation Report](#)
✓ [Seven Day Water Quality Sampling results](#)
✓ [First Month Water Quality Sampling results](#)
✓ [Third Month Water Quality Sampling results](#)
✓ [Twelve Month Water Quality Sampling results](#)
✓ [Other](#)
✓ [Water Quality Violation](#)

Exit Previous Next

- To certify the submission, enter the answer to your security question and pin number established when setting your GEOS profile. Click the blue “Submit” button to send the report to EPD.

* I hereby certify that I am the owner, or authorized agent of the owner, of the application.

Question: what was your high school's mascot?
Answer:

PIN: [Forgot your Pin Number?](#)

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent security and privacy compliant processes. Once we provide you with a password, you are responsible for its security at all times.

Disclaimer

The GEOS system of Georgia, its agencies, officers, or employees would dedicate no resources to the collection, analysis, or dissemination of information. Any misinterpretations or misunderstandings may result. The visitor proceeds to any external sites at their own risk. Do not provide any such information. Only click once to avoid any duplicate payment.

Exit Previous Submit

- An email confirmation with an application ID will be sent to the email on file that reads as follows.

Dear Applicant:

Thank you for your submission of Sewer Overflow/Bypass Summary Report. You will be notified when your application is assigned to a reviewer. You may track the status of your submission review in GEOS.

Application ID: 902685

Application Name: Sewer Overflow/Bypass Summary Report

Submitted Date: 6/26/2025 9:52:10 AM

Sewer Location: 2 Martin Luther King Junior Drive Southeast Atlanta Fulton 30334

Latitude: 33.749846

Longitude: -84.386136

Thank you for using Georgia EPD GEOS System! Regards,

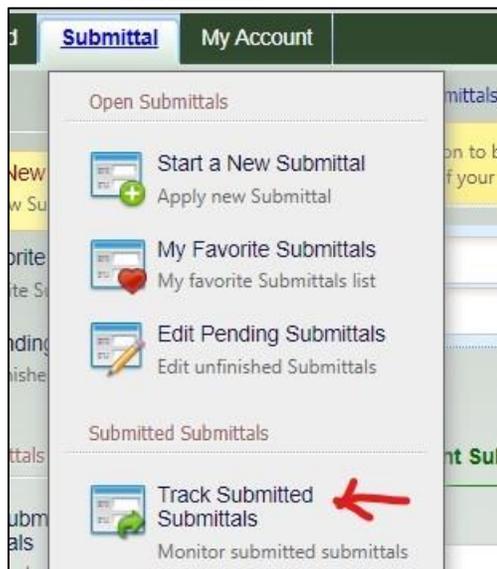
Georgia EPD

Section 5: Linking Submissions

Reports for the same incident must be linked together. For example, a 5-day Follow Up Report should be linked to the corresponding Initial 24-hour Report. A 10-day Anticipated Bypass Report should also be linked to its corresponding 24-hour Report and 5-day Follow Up Report.

Steps

- Hover your mouse over the “Submittal” tab on the GEOS dashboard and select “Track Submitted Submittals.”



- Select “View” of the row of the report you would like to edit.

Submittal List						
Other Report Super Site						
1 - 15 of 153 displayed, total 153 item(s)						
	Payment	Submittal Due Amount	Submittal Information	Facility Info.	Type	RO Info.
View			691572 - Sewer Overflow Or Bypass Summary Report App Type:	HAHIRA, CITY OF (HAHIRA WPCP) 598 S Hall St, Hahira, Lowndes, GA 31632	Wastewater Submitted on: 07/08/2024	Dillon Rodenbaugh 598 S Hall St , Hahira , GA 31632
View			691570 - Sewer Overflow Or Bypass Summary Report App Type:	GREENVILLE, CITY OF (KENNEL CREEK WPCP) 740 Woodbury Hwy, Greenville, Meriwether, GA 30222	Wastewater Submitted on: 07/08/2024	Dillon Rodenbaugh 740 Woodbury Hwy , Greenville , GA 30222

- Under the “Application Revision” section, enter the reason for revising the submitted report. The most common explanation would be to submit the 5-day Follow Up Report. Click “Revise the Application.” Once on the spill page, change the radial for “Sewer Overflow or Bypass Reporting Type” from “Initial 24-Hour Notification” to “5-Day Follow Up.” Follow the instructions in the Section 4 of this guidance document to edit and enter the relevant information. *Note: Required information will be indicated with a red star. Most fields will be required in the 5-day Follow Up Report.*

Application Revision

★ Reason for Revision: 

[Revise the application](#)

Section 1: FACILITY INFORMATION

BYPASS ID:

★ Sewer Overflow or Bypass reporting type:
 Initial 24-Hour Notification 5-Day Follow Up 10-Day Anticipated Bypass Only

★ Is the spill associated with a permitted wastewater facility or satellite collection system with an assigned...

Section 6: Uploading Stream Monitoring Data for Major Spills

As required by the Georgia Water Quality Control Rules and Georgia Water Quality Act, stream sampling must be conducted at specific intervals for 12 months for major spills. This information can be submitted under the associated 5-day report for the spill.

Steps

- When submitting a 5-day report for a major spill, the system will require you to submit an attachment for the “Water Quality Violation” section. Since the initial 7-day monitoring will not have been completed when entering the 5-day spill report, you can attach the base form for your stream monitoring. Select “Online” and click the red “Upload” to add your attachment. Click “Choose File” to select the document with the sampling data. Once chosen, select the “Save” button. Proceed to submit the spill report as normal. *Note: Spill Sampling Data can be submitted via mail. However, EPD recommends that the data be submitted online. Reference the “Certification” portion of Section 4 for steps on how to submit through mail.*

Attachment

The maximum file size allowed is 100MB. Please make sure the file you want to upload is smaller than 100MB.

Water Quality Violation (Required) Online Mail Other N/A

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

Attachment description:

AEC

Upload Attachment

Upload Attachment

* File: **Choose File** Major Spill Stream Sampling.docx

Comment:

AEC

Cancel Save

- The sampling data will need to be uploaded at the end of the first 7 days, the first month, the third month, and the twelfth month. To access the report, go to your “track submitted submittals” list and click “View” on the report that corresponds to the major spill.

Submittal List

Other Report Super Site

1 - 15 of 27 displayed, total 27 item(s)

	Payment	Submittal Due Amount	Submittal Information	Facility Info.	Type	RO Info.
View			902730 - Sewer Overflow/Bypass Summary Report App Type:	GWINNETT COUNTY BOARD OF COMMISSIONERS (F. WAYNE HILL WRC) 3276 Buford Dr, Buford, Gwinnett, GA 30519	Wastewater Submitted on: 07/10/2025	Edwina Basilio 3276 Buford Dr, Buford, GA 30519
View			902686 - Sewer Overflow/Bypass Summary Report App Type: Parent: 902685	ATLANTA, CITY OF (R.M. CLAYTON, UTOY CREEK & SOUTH RIVER WRCS) Multiple Locations, Atlanta, Fulton, GA 30303	Wastewater Submitted on: 06/26/2025	Edwina Basilio Multiple Locations, Atlanta, GA 30303
View			902685 - Sewer Overflow/Bypass Summary Report App Type:	ATLANTA, CITY OF (R.M. CLAYTON, UTOY CREEK & SOUTH RIVER WRCS) Multiple Locations, Atlanta, Fulton, GA 30303	Wastewater Submitted on: 06/26/2025	Edwina Basilio Multiple Locations, Atlanta, GA 30303

- Once in the spill report, click on the “Attachment” tab.

Submittal Attachment Work Activities Email History

Click the form link under "Application Form(s) Detail" to view the submitted Application Form.

Application Basic Information

Submittal ID: **902686**

App Name: **Sewer Overflow/Bypass Summary Report**

Submitted Date: **6/26/2025 10:01:50 AM**

Submitted by: **Edwina Basilio**
 2 MLK Jr Dr
 Atlanta GA 30303
 470-702-3280
 edwina.basilio@dnr.ga.gov

Review Status: **Complete Submittal - Report Accepted**

- Scroll down until you see “Seven Day Water Quality Sampling Results.” Click on “Online” and click the red “Upload” button to attach the required data.

Fish Kill Investigation Report (Optional) Online Mail Other N/A

Seven Day Water Quality Sampling results (Optional) Online Mail Other N/A

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

Attachment description:

First Month Water Quality Sampling results (Optional) Online Mail Other N/A

- Click “Choose File” to select the document with the sampling data. Once chosen, select the “Save” button.

Upload Attachment

Upload Attachment

* File:  Major Spill Stream Sampling.docx

Comment:

- Once uploaded, you should see the name of the document and the time it was submitted under the “Seven Day Water Quality Sampling Results” section. This confirms that the attachment was successfully uploaded to the spill report.

 **Seven Day Water Quality Sampling results** *(Optional)* Online Mail Other N/A

 Major Spill Stream Sampling.docx N/A 7/10/2025 11:56:57 AM

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

Attachment description:

- Repeat these steps at the end of month one, three, and twelve to attach the major spill stream sampling data under the corresponding attachment section.

Section 7: Tracking Submissions

Report status can be tracked by going to the submittal list and viewing “Review Status.”

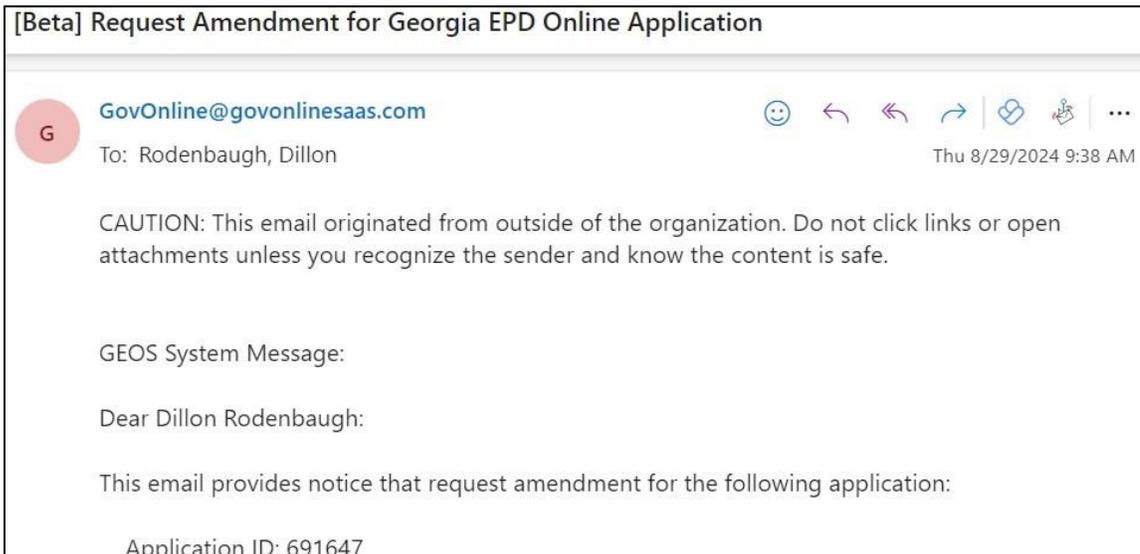
Definitions

- “Complete Submittal”: EPD Compliance is reviewing either the 5-day or 10-day report. EPD will reach out if questions arise.
- “Approved”: EPD compliance has accepted the report. *Note: 24-hour reports are automatically approved and must be followed by a 5-day report to avoid a reporting violation.*



Section 8: EPD Request for Amendment

- If you receive a “Request Amendment” email, EPD has question regarding the submission and has sent back the report for further clarification (see figure below).



- Reports requiring additional information can be found by selecting “Edit Pending Submittals” and selecting the report highlighted in red.

menu on the left 'Navigation Panel'. To remove an unfinished application/report, click the 'Delete' button

Submittal ID:

Category: (All) Department: (All) Program: (All)

Facility Name: Site Address:

Unfinished Submittals

1 - 15 of 136 displayed, total 136 item(s)

	Instructions	Facility	
	N/A	FORSYTH, CITY OF (SOUTH WPCP) 789 Montpelier Rd, Forsyth, Monroe, GA 31029	691647 - App Type: Status: Am

- After reviewing EPD’s comments, select the blue “Amend Application” button and make any appropriate revisions. Follow the instructions in the Section 4 of this guidance document to edit and enter the relevant information.

Comment List

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

Comments	Commented Date
corrective action doesn't match with cause	07/10/2025

Exit **Amend Application**