

# Registration Guide for Tank Owners with a Preparer who have a Registration Certificate in GEOS

This guide should be used when someone other than the Tank Owner is preparing the tank registration form (for example, the Lessee/Tenant, Consultant, or A/B Operator). If the Tank Owner is preparing and submitting the form themselves, please see the instruction guide for Tank Owners.

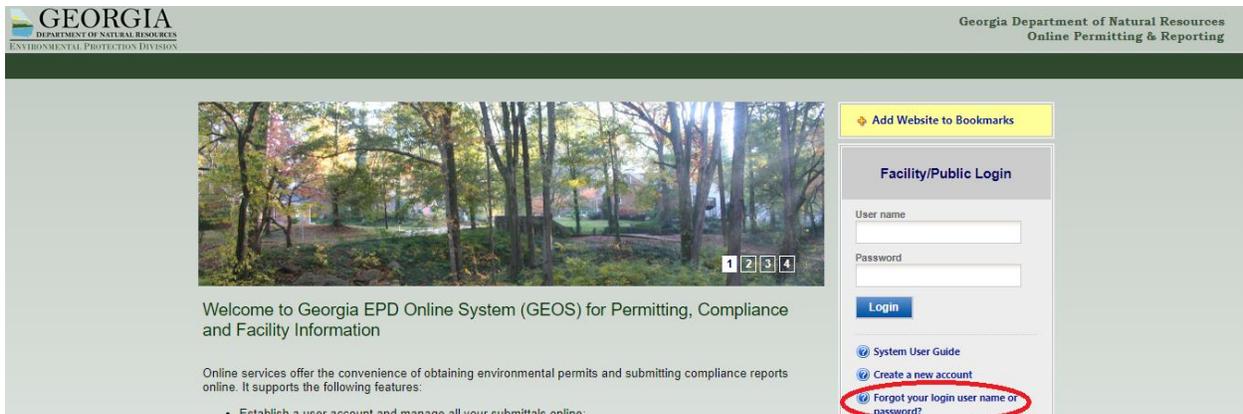
**QUESTIONS?** Please contact UST REGISTRATION at [epd.atr@dnr.ga.gov](mailto:epd.atr@dnr.ga.gov) or 404-362-2590.

# 1. Preparer Completes the Tank Registration Form

**Step 1.1 (Preparer):** In your browser, navigate to [geos.epd.georgia.gov/GA/GEOS/Public](http://geos.epd.georgia.gov/GA/GEOS/Public), enter your **User name** and **Password**. Click **Login**.



**Step 1.1 (Preparer):** If you do not remember your user name or password, click “**Forgot your login user name or password?**” and follow the instructions.



**Step 1.2 (Preparer):** On the front page of your Dashboard, locate the most recent certificate for your facility and click the blue “Action” button. Note, the Status of the certificate should say “Issued”.

	Facility	Owner Info.	Issuance Info.	Critical Dates
 	[Redacted]	[Redacted]	[Redacted] - Annual Underground Storage Registration Certificate Stage: <b>FINAL Permit</b> Status: <b>Issued</b> App#: [Redacted] - UST - Storage Tank Registration Form	 Issued on 01/03/2018  Effective on 01/03/2018  Expired on 12/31/2018

  
 [Redacted] - Annual Underground Storage  
 Registration Certificate  
 Stage: **FINAL Permit** Status: **Issued**  
 App#: [Redacted] - UST - Storage Tank  
 Registration Form

**Helpful Hints:**

- ✓ If the Action button is gray and the Status says “Archived for Renewal or Modification”, there should be another certificate for the same facility with a blue action button and a status of “Issued”. If you cannot locate it, please call EPD Registration at 404-362-2590 or epd.atr@dnr.ga.gov.
- ✓ If the Action button is gray and the Status says “Renewal or Modification in Progress”, this means that you have already started the renewal process but did not complete submittal of the application. Go to “Submittal”, “Edit Pending Submittals” and locate your unfinished submittal. Click the Edit  button to continue where you left off and complete the submittal to receive your renewal certificate.

**Step 1.3 (Preparer):** Click “Renewal” and then click “OK.”

The screenshot shows a dialog box titled "Request Action on Permit". Under the heading "Reason for Application:", there are three radio button options: "Renewal", "Modification", and "Termination". Each option has a small question mark icon to its right. The "Renewal" option is selected and circled in red. At the bottom of the dialog box, there are two buttons: "Close" and "OK". The "OK" button is also circled in red.

**Step 1.4 (Preparer):** Confirm that “Annual Renewal” is selected.

The screenshot shows the "STORAGE TANK REGISTRATION FORM (SUBMITTAL ID: 151862)" page. The page has a navigation bar at the top with "My Dashboard", "Submittal", "My Account", and "Help". A "Wizard Panel" on the left shows the progress: "1 Data Entry" (selected), "Storage Tank Registration Form", "Section 1 to 5", and "Section 6 to 8". Below that is "2 Attachment". The main content area is titled "STORAGE TANK REGISTRATION FORM (SUBMITTAL ID: 151862)" and includes a yellow instruction bar: "Please fill out the form below." Under the heading "Action Type", there is a red notice: "For brand new UST Facilities that have never been registered with EPD, please print and return this form to Georgia EPD at 4244 International Parkway Atlanta, Georgia, 30354" and a link "Click here to download." Below this, there are three radio button options: "Annual Renewal", "Amend/Modify", and "Terminate". The "Annual Renewal" option is selected and circled in red.

**Step 1.5 (Preparer):** Part 1 will be prefilled based on your previous application submittal. If any information has changed, select a new answer.

The screenshot shows "PART 1" of the registration form. It contains six questions, each with a red star icon and a blue rectangular input field to its right:

- \* Have you had any Underground Storage Tanks (USTs) or Lines (Piping installed/replaced since last registration)?
- \* Have you had any Underground Storage Tanks (USTs) dispensers installed/replaced since last registration?
- \* Are you bringing any temporary out of use tanks back into service?
- \* Is spill prevention operationally functional?
- \* Is overfill prevention operationally functional?
- \* Is Every Bare Steel tank(s) and/or Pipe(s) provided with Corrosion Protection?

**Step 1.6 (Preparer):** Part 2 will be prefilled based on your previous application submittal. **Do not change** the Facility selected in Part 2. This application renewal is **specific** to this Facility Location. If you need to change the tank location name or tank location address, you will need to send a revised Notification Form (7530 Form) to EPD prior to continuing. The 7530 form can be found here: <https://epd.georgia.gov/underground-storage-tank-forms>.

**PART 2: Facility/Location Information**

★ System Facility Name: ?  
 HOMER GROCERY (RAMESH PATEL) ▾

Facility/Property Address 1: 2004 GA HWY 59 NORTH  
 Facility/Property Address 2:

**Step 1.7a (Preparer):** The Operator information in Parts 3 and 4 will not be prefilled. **You must complete this section every year.** Enter your **Operator A** information then click the ✓ green check to save the data.

**PART 3: Operator of Tanks - Class A Certified**

Please click the green check icon in the grid to save the data.

	Organization Name	Contact	Address	City	State	Zip	Email	Phone	Certificate Number	Certificate Date
<input checked="" type="checkbox"/>	[Redacted]									

**Add New Record**

**Helpful Hints:**

- ✓ If you have multiple A Operators, click “Add New Record”.
- ✓ If your Operator A and B are the same person, click “Same as above” below.

**Step 1.7b (Preparer):** If your **Operator B** is the same as your **Operator A**, click the “Same as above” box. Otherwise, click “Add New Record”.

**PART 4: Operator of Tanks - Class B Certified**

Please click the green check icon in the grid to save the data.

Same as above

	Organization Name	Contact	Address	City	State	Zip	Email	Phone	Certificate Number	Certificate Date
<input checked="" type="checkbox"/>	[Redacted]									

**Add New Record**

**Step 1.8 (Preparer):** Part 5 will be prefilled based on the previous application submittal. Verify that the address and Location Identifier in Part 5 matches the Facility in Part 2 above, and then click “Next” at the bottom of the page.

**Helpful Hints:**

- ✓ If you need to change the tank location name or tank location address, you will need to send a revised Notification Form (7530 Form) to EPD  
<https://epd.georgia.gov/underground-storage-tank-forms>

**Step 1.9 (Preparer):** Confirm that the Tank Owner has met the **Financial Responsibility** requirements. The financial mechanism you have selected will be used for pay for an environmental clean up or third-party liability compensation should a release occur. If your mechanism has changed in the past year, you will need to submit a revised Notification Form (7530 Form) to EPD  
<https://epd.georgia.gov/underground-storage-tank-forms>

**Common Types of Financial Assurance Mechanisms:**

- ✓ “GUST Trust Fund” - you pay into the Georgia Underground Storage Tank (GUST) Trust Fund (this is often collected by your fuel supplier and displayed on your fuel invoices)
- ✓ “Insurance” - you have purchased private insurance coverage that includes liability insurance for your UST system(s).
- ✓ “Self-Insurance” - you have passed an approved financial test of self-insurance.
- ✓ If you are unsure of your financial mechanism, contact UST REGISTRATION at [epd.atr@dnr.ga.gov](mailto:epd.atr@dnr.ga.gov) or 404-362-2590

**Step 1.10 (Preparer):** The Jobber is who delivers your fuel. You may have more than one. Click “Add New Record”, fill out your jobber information then click the  green check to save the data.

PART 7: Jobber information

Please click the green check icon in the grid to save the data.

	Jobber Company Name	Jobber Address	City	State	ZIP	Jobber Email	Jobber Phone	Comment
	Gas Co, Inc.	1234 Gas Lane	Atlanta	GA	30354	gasco@mail.com	770-234-5678	



#### Helpful Hints:

-  If you have more than one jobber, click “Add New Record” and the  green check mark until all jobbers are added.

**Step 1.11 (Preparer):** You may review the installed tanks and piping detail by clicking the  icon. Once complete; click “Next”.

**PART 8: Equipment Details**

Edit	Unit Type	Unit ID
	Tank	600821-T2
	Tank	600821-T4
	Tank	600821-T3
	Tank	600821-T5
	Tank	600821-T1
	Piping	600821-P1
	Piping	600821-P2
	Piping	600821-P3
	Piping	600821-P4
	Piping	600821-P5

Exit Save Previous **Next**

**Helpful Hints:**

- ✓ The Unit ID is a combination of the “Location ID” and Tank (T) or Piping (P) ID.
- ✓ You **cannot edit** this information. If changes to your tanks or piping is needed you must send a revised 7530 form to EPD:  
<https://epd.georgia.gov/underground-storage-tank-forms>

**Step 1.12 (Preparer):** If you filled out the required information you’ll see ✓ green checks. If errors have occurred you will see a red x. If you see all ✓ green checks, click Next.

**Application Form(s) Summary**

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

 Storage Tank Registration Form  [Storage Tank Registration Form - Form View](#)

- ✓ [Section 1 to 5](#)
- ✓ [Section 6 to 8](#)

**Attachment(s) Summary**

- ✓ [Tanks, Lines, and Leak Detector Tests \(If Applicable\)](#)
- ✓ [Recent CP Test \(If Applicable\)](#)
- ✓ [Financial Responsibility Documents \(If Applicable\)](#)
- ✓ [Installation Documents](#)

Exit Previous **Next**

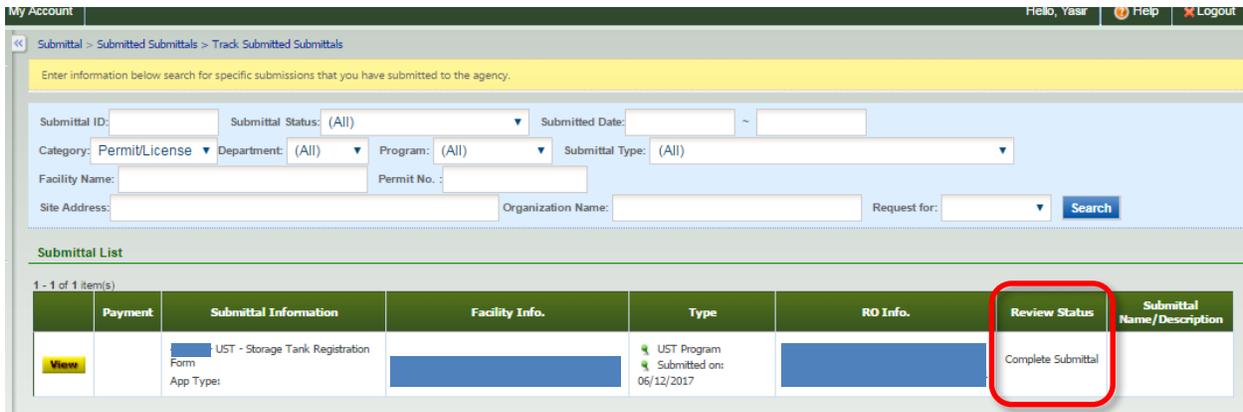
**Step 1.13 (Preparer):** Check the box certifying the submission. Answer the Security Question and provide your PIN. Click “Notify Owner ready for review and submittal”. The RO will receive an email where they will review and submit the form.

**Step 1.14 (Preparer):** Your confirmation sheet will look similar to the one below. Click “Go to Submitted List”.

**Helpful Hints:**

✓ **Print** this page for your records

**Step 1.15 (Preparer):** View your registration status under **Submittal List**. “**Complete Submittal**”, indicates the form is complete and is being processed. “**Partial Submittal**”, indicates the form is not complete and revisions are needed.

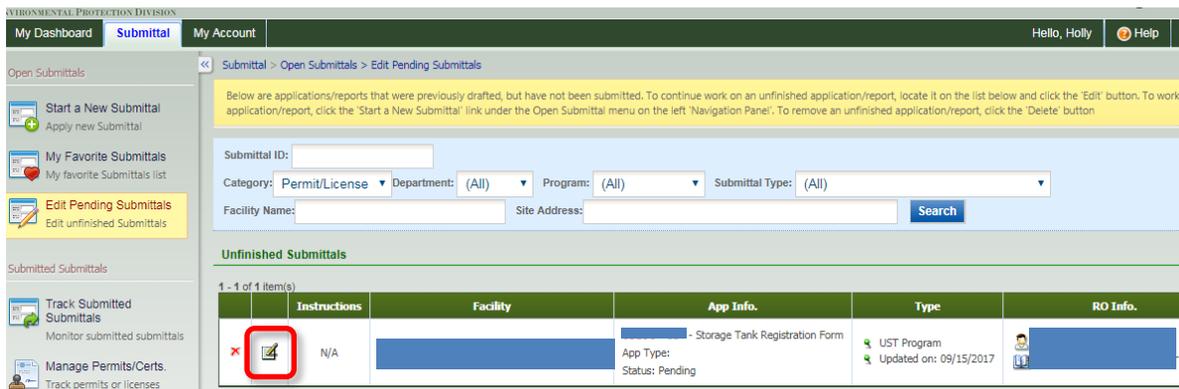


## 2. R.O. Submits the Tank Registration Form and Prints Certificate

**Step 2.1 (Tank Owner):** Log into GEOS using R.O. login information, click on “**Submittal tab**”, and select “**Edit Pending Submittals**”.



**Step 2.2 (Tank Owner):** Select the  button to view the form.



ENVIRONMENTAL PROTECTION DIVISION

My Dashboard | Submittal | My Account | Hello, Holly | Help

Open Submittals

Submittal > Open Submittals > Edit Pending Submittals

Below are applications/reports that were previously drafted, but have not been submitted. To continue work on an unfinished application/report, locate it on the list below and click the 'Edit' button. To work application/report, click the 'Start a New Submittal' link under the Open Submittal menu on the left 'Navigation Panel'. To remove an unfinished application/report, click the 'Delete' button

Submittal ID:

Category: Permit/License | Department: (All) | Program: (All) | Submittal Type: (All)

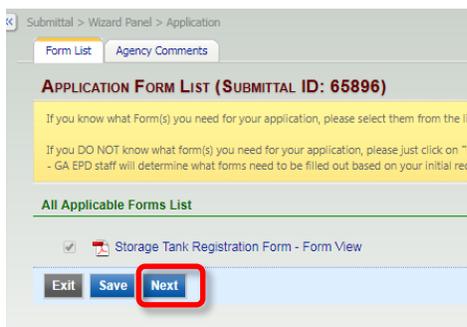
Facility Name:  Site Address:  Search

Unfinished Submittals

1 - 1 of 1 item(s)

	Instructions	Facility	App Info.	Type	RO Info.
	N/A		Storage Tank Registration Form App Type: Status: Pending	UST Program Updated on: 09/15/2017	

**Step 2.3 (Tank Owner):** Click “Next”



Submittal > Wizard Panel > Application

Form List | Agency Comments

**APPLICATION FORM LIST (SUBMITTAL ID: 65896)**

If you know what Form(s) you need for your application, please select them from the list below.

If you DO NOT know what form(s) you need for your application, please just click on "Next".  
- GA EPD staff will determine what forms need to be filled out based on your initial request.

All Applicable Forms List

Storage Tank Registration Form - Form View

Exit Save **Next**

**Step 2.4 (Tank Owner):** Review the information on each page and click “Next” at the bottom of each page until done.



Exit Save Previous **Next**

**Step 2.5 (Tank Owner):** Check the box to certify the submission, answer your **security question**, enter your **PIN**, and click **“Submit”**.

**SUBMIT APPLICATION (SUBMISSION ID: [REDACTED])**

Click on the check box below Certification of Submission if you agree with the terms of use described herein and then click on the SUBMIT button at the bottom of this page to complete your application.

**Certification of Submission**

I hereby certify that I am the owner, or authorized agent of the owner, of the described property. Further, I consent to the work to be done as described.

Question: What is your birthday?  
 Answer:   
 PIN:

**Security Precautions**

To prevent your information from being used inappropriately, we maintain stringent GEOS's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

**Disclaimer**

The GEOS system of Georgia, its agencies, officers, or employees would dedicate their bests to protect your Trade Secret Information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. Township and its GovOnline system development company specifically disclaim any and all liability from damages which may result from the accessing the web site, or from reliance upon any such information.

[Exit](#) [Previous](#) [Submit](#)

**Step 2.6 (Tank Owner or Preparer):** Once the application is approved it will appear on the R.O.'s and the Preparer's "Dashboard" in GEOS under **“Permits/Licenses”**. Click the print  icon to print your Registration Certificate(s) and post it at the UST facility. **Congratulations, you have completed Annual Tank Registration!**

**My Dashboard** Submittal My Account Hello, al Help

**Start a New Submittal**

- Start New Application
- Submit Non-Permit Report
- Make Online Payment

**Upcoming Submittal Obligations**

You don't have Upcoming Submittal Obligation.  
 If you need to create new application/Submittal/Complaint, please select Start New Application, Submit Non-Permit Report, or Make Online Payment button on top left of the screen.

**Permits / Licenses - Click the  icon to print your permit/certificate**

1 - 1 of 1 Item(s)

	Facility	Owner Info.	Issuance Info.	Critical Dates
 Action	[REDACTED]	[REDACTED]	[REDACTED] - Annual Underground Storage Registration Certificate Stage: <b>FINAL Permit</b> , Status: <b>Issued</b> App#: [REDACTED] - UST - Storage Tank Registration Form	 Issued on 12/28/2017  Effective on 12/28/2017  Expired on 12/31/2018

**Message Center**

- Submittals
- 0 Recent Email(s) for submitted submittals.
- 0 Payment due submittals.