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 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, 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”.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Owner Info.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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**Issuance Info.**
- Annual Underground Storage Registration Certificate
  - Stage: FINAL Permit
  - App#: UST - Storage Tank Registration Form
- Status: Issued
- Issued on 01/01/2018
- Effective on 01/01/2018
- Expires on 12/31/2018

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### 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.”

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

Step 1.5 (Preparer): Part 1 will be prefilled based on your previous application submittal. If any information has changed, select a new answer.
**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](https://epd.georgia.gov/underground-storage-tank-forms).

**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 1.7a (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.

**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”.
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](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](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 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.

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”.

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.
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.

Step 2.3 (Tank Owner): Click “Next”

Step 2.4 (Tank Owner): Review the information on each page and click “Next” at the bottom of each page until done.
**Step 2.5 (Tank Owner):** Check the box to certify the submission, answer your security question, enter your PIN, and click “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!*