Registration Guide for Tank Owners **without a Preparer** who have a Registration Certificate in GEOS

If someone other than the Tank Owner is preparing the registration, please see the instruction guide called “UST Registration Guide for Preparers who have a current certificate in GEOS”

If you do not have a registration certificate in GEOS, please see the instruction guide called “UST Registration Guide for Tank Owners (no preparer involved)”

**QUESTIONS?** Please contact UST REGISTRATION at epd.atr@dnr.ga.gov or 404-362-2590.
Step 1: In your browser, navigate to geos.epd.georgia.gov/GA/GEOS/Public, enter your User name and Password. Click Login.

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

Step 2. On the front page of your Dashboard, locate the certificate you wish to renew and click the blue “Action” button.
Step 3. Click “Renewal” and then click “OK.”

Step 4: Confirm that “Annual Renewal” is selected. **Do NOT use the Amend/Modify option** even if you have changes to your UST System or Operator Information.

Step 5: Verify the answers in Part 1 are still the same, otherwise, change the answer.
Step 6: The Operator information 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.

![Image of Operator Information Grid]

**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 7: If your Operator B is the same as your Operator A, click the “Same as above” box. Otherwise, click “Add New Record”.

![Image of Operator Information Grid]

Step 8: Verify that the address in Part 5 matches the address in Part 2 above, and then click “Next” at the bottom of the page.

![Image of Location of Tanks]

**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 9: Confirm that you have 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 10: If you have not filled out a jobber previously, or if your jobber has changed, click “Add New Record”, fill out your jobber information then click the green check mark to save the data.

**Helpful Hints:**

- The jobber is who delivers your fuel.
- If you have more than one jobber, click “Add New Record” and the green check mark until all jobbers are added.
**Step 11:** You may review the installed tanks and piping detail by clicking the 📊 icon. Once complete; click “Next”.

![Equipment Details](image)

**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](https://epd.georgia.gov/underground-storage-tank-forms)

**Step 12:** Certain documentation is required if changes are made to the UST System. However, this documentation should be provided **prior** to continuing with online registration and should be accompanied by a 7530 Form. If you have already provided the required documentation or if you have no changes to your UST System, select “N/A” and “Next”. QUESTIONS? Please contact UST REGISTRATION at epd.atr@dnr.ga.gov or 404-362-2590.

![Attachment](image)
Step 13: 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 14: Check the box certifying the submission. Answer the Security Question and provide your PIN. Click “Submit” at the bottom of the page to submit your application to EPD.
Step 15: Your confirmation sheet will look similar to the one below. Click “Go to Submitted List”.

Helpful Hints:

✓ Print this page for your records

Step 16: View your registration status under Submittal List. “Complete Submittal”, indicates the form is being reviewed by EPD. “Partial Submittal”, indicates the form is not complete.

Step 17: Once your Review Status says, “Permit Issued”, the registration certificate has been issued. This may take a few minutes to several weeks depending on the information provided in the application.
**Step 18:** The tank certificate will be provided on the “Dashboard” in GEOS under “Permits/Licenses”. Click the print icon to print your 2020 tank registration certificate(s) and post it at the UST facility. **Congratulations, you have completed Annual Tank Registration!**