

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”

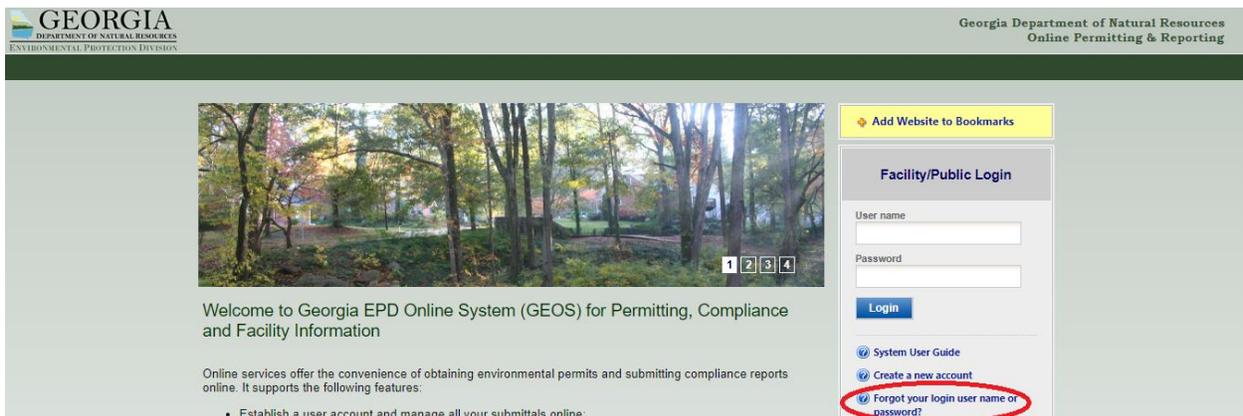
If you do not have a registration certificate in GEOS, please see the instruction guide called “UST Registration Guide for Tank Owners (no preparer involved)”

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.

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

Step 3. Click “Renewal” and then click “OK.”

Request Action on Permit

Reason for Application:

Renewal ?

Modification ?

Termination ?

Close 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.

My Dashboard Submittal My Account Help

Wizard Panel

Submittal > Wizard Panel > Storage Tank Registration Form

STORAGE TANK REGISTRATION FORM (SUBMITTAL ID: 151862)

Please fill out the form below.

Action Type

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

[Click here to download.](#)

Annual Renewal ?

Amend/Modify ?

Terminate ?

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

PART 1

* Have you had any Underground Storage Tanks (USTs) or Lines (Piping installed/replaced since last registration)? [Redacted]

* Have you had any Underground Storage Tanks (USTs) dispensers installed/replaced since last registration? [Redacted]

* Are you bringing any temporary out of use tanks back into service? [Redacted]

* Is spill prevention operationally functional? [Redacted]

* Is overfill prevention operationally functional? [Redacted]

* Is Every Bare Steel tank(s) and/or Pipe(s) provided with Corrosion Protection? [Redacted]

PART 2: Facility/Location Information

* System Facility Name: ? [Redacted]

Facility/Property Address 1: [Redacted]

Facility/Property Address 2: [Redacted]

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.

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
					GA					

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 7: 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
										

Add New Record

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.

PART 5: Location of Tanks

Search

Tank location Type: Tank Location Name:

Location Identifier: (For renewal application, if the locati

Tank Location Address:

City: State: GA Zip:

Exit Save Previous Next

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 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>

PART 6: Financial Responsibility

* Meet the financial responsibility requirements of 12-13-9 Official Code of Georgia Annotated by providing or participating in one of the approved financial assurance mechanisms.
 I do I do not

To update or change your current financial responsibility mechanism, you must submit a 7530 form and attach supporting documentation (e.g. Insurance certificate, Guarantee etc.). You may download the 7530 form here: <https://epd.georgia.gov/underground-storage-tank-forms>. Please mail the completed 7530 package to: GAEPD UST Program, 4244 International Parkway, Suite 104, Atlanta, GA 30354. Questions? Please call 404-362-2687.

- 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 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	

Add New Record

- 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”.

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 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

The maximum file size allowed is 10MB. Please make sure the file you want to upload is smaller than 10MB.

 **Financial Responsibility Documents (If Applicable)** (Optional) Online Mail Other N/A

 **Installation Documents** (Optional)
Please attach the installation documents to your registration if any new Under Ground Storage Tanks (USTs) or Lines (Piping installed/replaced) since last registration Online Mail Other N/A

 **Recent CP Test (If Applicable)** (Optional) Online Mail Other N/A

 **Tanks, Lines, and Leak Detector Tests (If Applicable)** (Optional) Online Mail Other N/A

Exit Save Previous **Next**

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.

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 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.

SUBMIT APPLICATION (SUBMISSION ID: 47514)

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 15: Your confirmation sheet will look similar to the one below. Click **“Go to Submitted List”**.

Submittal ID: 151862

Submitted By:
 Holly Smith
 Smith, Inc.
 123 Smith Rd.
 Atlanta, GA 31024
 404-222-8888
 holly.smith@dnr.ga.gov

Owner Info:
 Holly Smith
 Smith, Inc.
 Work Site:
 1299 Godfrey Rd.
 Eatonton, GA 31024
 404-222-8888
 holly.smith@dnr.ga.gov

Submitted on: 8/21/2017 9:49:29 AM

Facility / Property Name: UNIVERSITY OF GEORGIA B F GRANT

Form Detail

- Storage Tank Registration Form

Certification Receipt

Certification Statement: **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.**

Certification Question: **what is the name of the hospital where you were born?**

Certification Question Answer: *****

PIN Number: *****

Responsible Officer: **Holly Smith**

Sender IP Address: **24.197.152.164**

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.

My Account Hello, Yasir | Help | Logout

Submittal > Submitted Submittals > Track Submitted Submittals

Enter information below search for specific submissions that you have submitted to the agency.

Submittal ID: Submittal Status: (All) Submitted Date: ~

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

Facility Name: Permit No.:

Site Address: Organization Name: Request for: **Search**

Submittal List

1 - 1 of 1 item(s)

	Payment	Submittal Information	Facility Info.	Type	RO Info.	Review Status	Submittal Name/Description
View		48589 - UST - Storage Tank Registration Form App Type:		UST Program Submitted on: 06/12/2017		Complete Submittal	

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.

Submittal List

1 - 1 of 1 item(s)

	Payment	Submittal Information	Facility Info.	Type	RO Info.	Review Status	Submittal Name/Description
View		48589 - UST - Storage Tank Registration Form App Type:		UST Program Submitted on: 06/12/2017		Permit Issued	

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!](#)

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			- Annual Underground Storage Registration Certificate Stage: FINAL Permit , Status: Issued App#: - 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.