

UST Registration Guide for Tank Owners (*no preparer involved*)

This guide should be used when the Tank Owner is the person preparing and submitting the Tank Registration. If someone other than the Tank Owner is preparing the registration, please see the instruction guide called “UST Registration Guide for Tank Owners with a Preparer”

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Disclaimer: GEOS was designed to work best in Internet Explorer Web Browser version 8 and later.

1. Tank Owner Creates a Responsible Official (R.O.) Account

Step 1.1: In your browser, navigate to geos.epd.georgia.gov/GA/GEOS/Public and click “Create a New Account”.



Step 1.2: Enter the “Responsible Official (RO)” (Tank Owner) contact information. Click Next.

General Information

If you want to receive SMS messages through a mobile phone, please input your mobile phone No. and select a service provider.

* First Name: Holly
* Last Name: Smith
* UserName: HSmith

Business Name: Smith, Inc. Job Title: Environmental Manager

* Contact Address line 1: 123 Smith Rd
Contact Address line 2:

Country: United States * State: GA * City: Atlanta * Zip: 31024

* Primary Phone Number (555-555-5555): 404-362-2635 Extension: Mobile Phone Number (555-555-5555): 770-222-3333

I want to receive SMS messages through a mobile phone. Mobile Provider: Verizon

Fax Number: * Email: hsmith@mail.com

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Helpful Hints:

- ✓ The R.O. information entered here will appear on the registration form.
- ✓ If the system indicates the username is already in use, select your own unique username.
- ✓ If the system indicates the email address is already in use, you have already created an account and you should log in using the username and password provided to you via email.
- ✓ If you forgot your user name or password, click “Back to Login” and “Forgot User Name or Password”.

Section 1 - Tank Owner Creates a Responsible Official (R.O.) Account

Step 1.3: Select “Responsible Official” and “RO/Owner for Underground Storage Tank”. Click **Next**.

Helpful Hints:

- ✓ The tank owner is the “Responsible Official (RO)”
- ✓ If you have multiple permits with EPD, you may select other RO options (e.g. Scrap Tire).

CREATE ACCOUNT

For a public user to create a new user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** field below.
The ESA will take about 5-10 business days because it involves the mail delivery, paper handling, human checks, and data entries.

* Account group: Fee Payment Prepare **Responsible Official**

* Account type:

<input type="checkbox"/> Responsible Official for Municipal Wastewater	<input type="checkbox"/> Responsible Official for TitleV	<input type="checkbox"/> Responsible Official for SIP	<input type="checkbox"/> Invoice Payment Only
<input type="checkbox"/> RO/Owner for Scrap Tire	<input type="checkbox"/> RO/Owner for Brownfield	<input type="checkbox"/> RO/Owner for Lead-Based Paint and Asbestos	<input type="checkbox"/> RO/Owner for Trust Fund Reimbursement Request
<input type="checkbox"/> RO/Owner for Storm Water Construction	<input type="checkbox"/> RO/Owner for Storm Water Industrial	<input checked="" type="checkbox"/> RO/Owner for Underground Storage Tank	<input type="checkbox"/> RO/Owner for Hazardous Waste Fee
<input type="checkbox"/> RO/Owner for Hazardous Substance Fee	<input type="checkbox"/> RO/Owner for Voluntary Remediation Program	<input type="checkbox"/> RO/Owner for EAF Fee Remitter	

Associated Facility List

Account_FacilitySelfRegister not found.

Name	Mailing Address	Physical Location	Submittal Type	Source	Status
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Associate Facility

The “Associate Facility” feature will allow you to become a Responsible Officer for those facilities you have selected and be able to certify submittals for them.

If you do not see your facility, please contact:

For NPDES Municipal permits:
404-463-1511

For Title V permits:
404-363-7000

For Scrap Tire, Brownfield, Lead-Based Paint and Asbestos, and Trust Fund:
404-656-7802

For Voluntary Remediation Program:
404-657-8600

For UST Facilities:
404-362-2687

For Storm Water Construction, and Storm Water Industrial:
Please first search to see if facility already exists in the system. If you cannot find it, click “Create New Facility” to register your facility in the system. The facility data that you enter here will be available for you to copy during the NOI online form entry. There is no need to contact EPD before creating your account.
To start this process click the Associate Facility button above.

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Step 1.4: Answer the security questions then click “Next”.

*** Security Questions**

One of the following security questions will be referenced during the application submission process.

Answers to the security questions are case sensitive.

Question 1:
What is the first and middle name of your oldest sibling? ▾
Answer: _____

Question 2:
What is your birthday? ▾
Answer: _____

Question 3:
What is the name of the hospital where you were born? ▾
Answer: _____

Question 4:
What is your best friend's last name? ▾
Answer: _____

Question 5:
What is the last name of your favorite teacher? ▾
Answer: _____

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Helpful Hints

- ✓ Write down your answers, you will need them later
- ✓ Answers are case sensitive

Section 1 - Tank Owner Creates a Responsible Official (R.O.) Account

Step 1.5: Enter the characters you see and click “Proceed with e-Verify”

Picture Verification

Enter the characters you see in the picture (case sensitive). The characters are drawn so that it's possible for a person to recognize them, but very difficult for a program to. This helps us prevent automated programs from creating large numbers of accounts and sending spam.



* Enter the characters you see (case sensitive; no spaces):

Identity Proofing

The System needs to verify your identity in order to grant you the Responsible Official privilege for the submittal types you have requested. You have two options to complete the verification as listed follows:

(1) **E-Verify Option:** You will be asked to provide your home address, birth date, and last 4 digits of Social Security Number for the System to verify your identity. If you have moved in past 6 months, please use your previous home address before your last move. The E-Verify will complete the verification online. If successful, you will be informed promptly and can start using your account to certify/submit documents to the Agency. Due to security reasons, the System will only allow you for two tries. If the E-Verify is not successful, it means the System is unable to authenticate your identity with the data you provided. In this case, please follow the ESA option to complete your identity proofing. The E-Verify option is recommended for time sensitive submittals, such as applying for general permits or to expedite requests.

(2) **ESA Option:** You will be asked to print and sign an Electronic Signature Agreement and mail it to the Agency at the address shown on the ESA. The Agency will verify your identity and make a decision on your RO request. You will receive an email notification after an Agency's decision is made. The ESA will take some time because it involves the mail delivery, paper handling, human checks, and data entries. If you have not received any feedback for 6 weeks after submitting your ESA, please contact the Agency to follow up.

(3) **Opt out for Identity Proofing:** You will be informed promptly and can start using your account to certify/submit documents to the Agency without an identity proofing.

[Back To Login](#) [<< Previous](#) [Proceed with e-Verify Option](#) [Proceed with ESA Option](#)

Step 1.5a: Enter your information and click “Continue Registration Process”.

Helpful Hints:

- ✓ Use your **legal** name
- ✓ Enter your **home** address with correct zip code
- ✓ Entering your business address will cause your e-verify to **FAIL**
- ✓ Enter your **home** phone number
- ✓ Contact the GEOS Help Desk at 404-656-5261 before you use your last e-verify attempt

Authorized Representative

* Last Name: * First Name: Middle Name: * SSN (Last 4 digits):

* Home Address 1: Home Address 2:

* Home City: * Home State: * Home Zip:

* Home Phone (555-555-5555): * Date of Birth (MM/DD/YYYY):

 e-Verify Help Message (Your account has 3 opportunities to use e-Verify option):

1. You have 3 opportunities to use e-Verify to authenticate your identity. If successful, your account will be automatically approved for submitting reports. If you fail after 3 attempts, you must use the ESA option and submit your paper request which will take a bit longer to get approval.
2. Make sure your data is complete and accurate. You need to use your residence address (identical to one used for your tax returns or driver license). If you just moved to a new location within past 6 months, use your previous residence address. The address on your account shall be your current residence address and could be different from the one you use for e-Verify.
3. Your last 4-digit of SSN and D.O.B. will only be used for this e-Verify session. The data will not be saved in the System.
4. Before you use the last e-Verify opportunity, it is highly recommended that you contact GEOS Help Desk (404) 656-5261 for assistance, to avoid any potential delay to obtain your account approval.

You have (3) opportunity (opportunities) left

e-Verify Results

[Continue Registration Process](#) [Cancel](#)

Section 1 - Tank Owner Creates a Responsible Official (R.O.) Account

Step 1.5b: If e-Verify was successful, you will see the screen below. Click **“OK”**

Result

Congratulations! The System has successfully authenticated your identity and granted you the Responsible Official privilege for the submittal types you have requested.

Associated Facility List

ID	Name	Address	Submittal Type	Status
----	------	---------	----------------	--------

OK

If e-Verify Failed:

- ✓ If e-Verify was **NOT** successful click **“Cancel”** and **“Proceed with ESA Option”**.
- ✓ Complete **Step 1.5c** through **Step 2.6**.
- ✓ Once your facility is associated you will print and mail a **“Subscriber Agreement”**.
- ✓ Once your Subscriber Agreement is received and approved, you will be able to proceed with submitting the Tank Registration Form in Section 3.

Validation Information

 You have failed to use e-Verify to authenticate your identity for three times. You must use the ESA option and submit your paper request to Georgia EPD

Back To Login **Proceed with e-Verify Option** **Proceed with ESA Option**

Step 1.5c: Next, click **“Back to Login”** and it will take you back to the Home Screen

CREATE ACCOUNT

For a public user to create a new user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** field below.
The ESA will take about 5-10 business days because it involves the mail delivery, paper handling, human checks, and data entries.

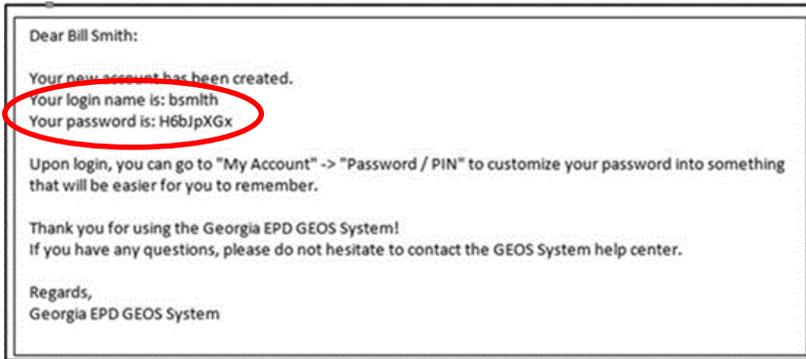
 Congratulations! Your account has been created successfully. Please check your e-mail for your temporary password. To have your account fully functional, please follow the procedure below:

1. If you have registered as a Responsible Official, please print and mail your signed 'Subscriber Agreement to the following address:
Georgia Environmental Protection Division
Attn: Information Technology
2 Martin Luther King Jr, Drive SE
Suite 1456
Atlanta, GA 30334
If you are registering as an RO/Owner for VRP, Brownfield, Haz Waste Fees, and/or Haz Substance Fees, Subscriber Agreement is not required.
2. If you have registered as a Preparer, please inform the Responsible Official for the facility. You will be able to prepare applications, once the Responsible Official approves your account.

Back To Login

Section 1 - Tank Owner Creates a Responsible Official (R.O.) Account

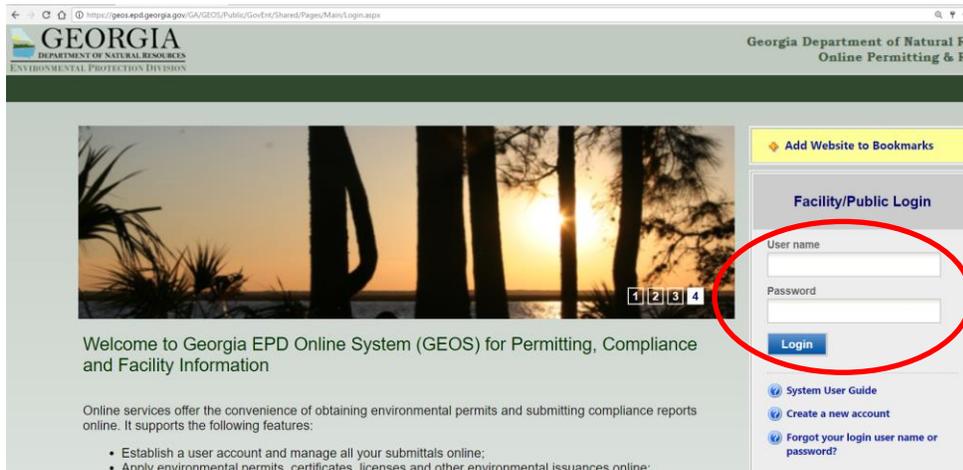
Step 1.6: An email will be sent to you from GovOnline@govonlineaas.com with a **username** and **temporary password**



Helpful Hints:

- ✓ If you don't receive an email, check your junk mail.
- ✓ If you don't see an email in your junk email folder, contact your IT department.

Step 1.7: Go to geos.epd.georgia.gov/GA/GEOS/Public and Log In using the username and password provided in the email you received.



Step 1.8: Once you log back in, the system will ask you to create a new **Password** and a **PIN** number.

Password / Security Setting

Change Password

Password must have 8 characters and at least one uppercase letter, one lowercase letter and one digit number.

* New Password: * Confirm New Password:

Establish Your PIN

New PIN number must be at least 4 digits.

* New Pin: * Confirm New Pin:

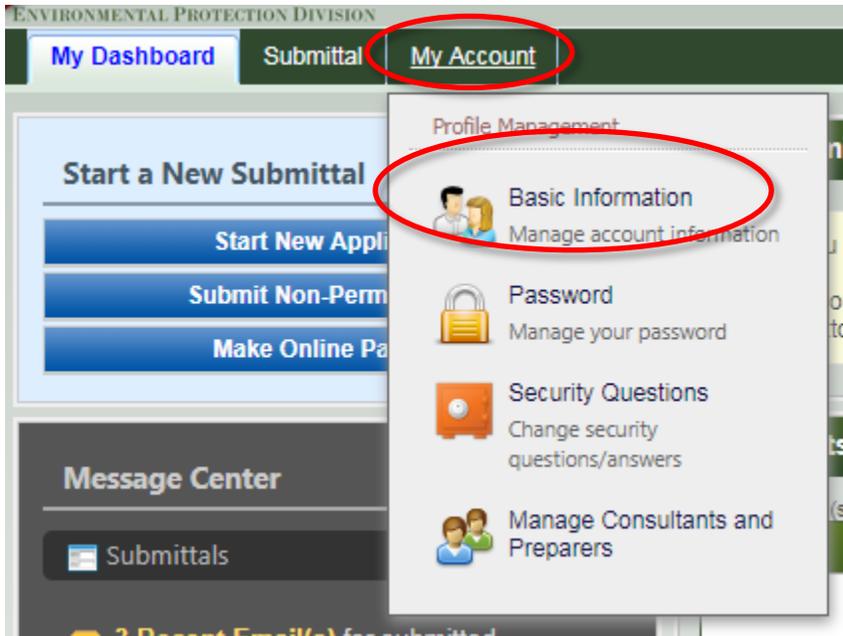
Save

Helpful Hints:

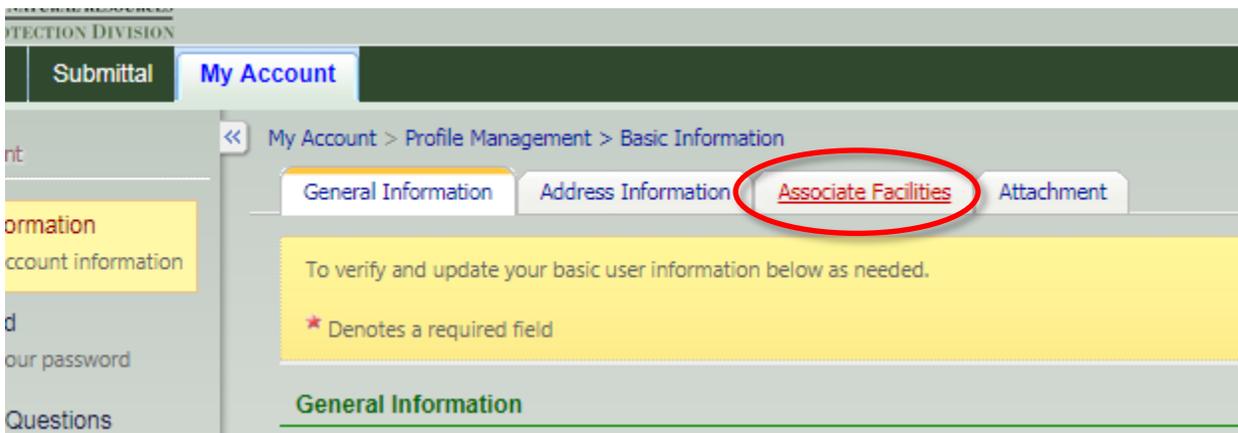
- ✓ Write down your **Password**, you will need it later.
- ✓ Write down your **PIN**, you will need it later.

2. Tank Owner Associates UST Facility(ies) and UST Registration Form(s)

Step 2.1. Go to geos.epd.georgia.gov/GA/GEOS/Public and Log In using your username and password. Click “My Account” and “Basic Information”



Step 2.2. Click “Associate Facilities”



Section 2 - Tank Owner Associates UST Facility(ies) and UST Registration Form(s)

Step 2.3. Click “Associate Facility” button

CREATE ACCOUNT

For a public user to create a new user account. (*) Denotes a required field.
A username will be suggested to you when you enter your first and last name. You may change the suggested username in the **UserName** field below.

★ Account group: Fee Payment Preparer Responsible Official
★ Account type:

<input type="checkbox"/> Responsible Official for Municipal Wastewater	<input type="checkbox"/> Responsible Official for TitleV	<input type="checkbox"/> Responsible Official for SIP	<input type="checkbox"/> Invoice Payment Only
<input type="checkbox"/> RO/Owner for Scrap Tire	<input type="checkbox"/> RO/Owner for Brownfield	<input type="checkbox"/> RO/Owner for Lead-Based Paint and Asbestos	<input type="checkbox"/> RO/Owner for Trust Fund Reimbursement Request
<input type="checkbox"/> RO/Owner for Storm Water Construction	<input type="checkbox"/> RO/Owner for Storm Water Industrial	<input checked="" type="checkbox"/> RO/Owner for Underground Storage Tank	<input type="checkbox"/> RO/Owner for Hazardous Waste Fee
<input type="checkbox"/> RO/Owner for Hazardous Substance Fee	<input type="checkbox"/> RO/Owner for Voluntary Remediation Program		

Associated Facility List

Name	Mailing Address	Physical Location	Submittal Type	Source	Status
Associate Facility					

Step 2.4. Fill out the “Address”, “Environmental Interest”, “Registered/Non-registered” boxes and click “Search”.

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, please contact your regulatory representatives

Facility Name:

Address:

Environmental Interest:

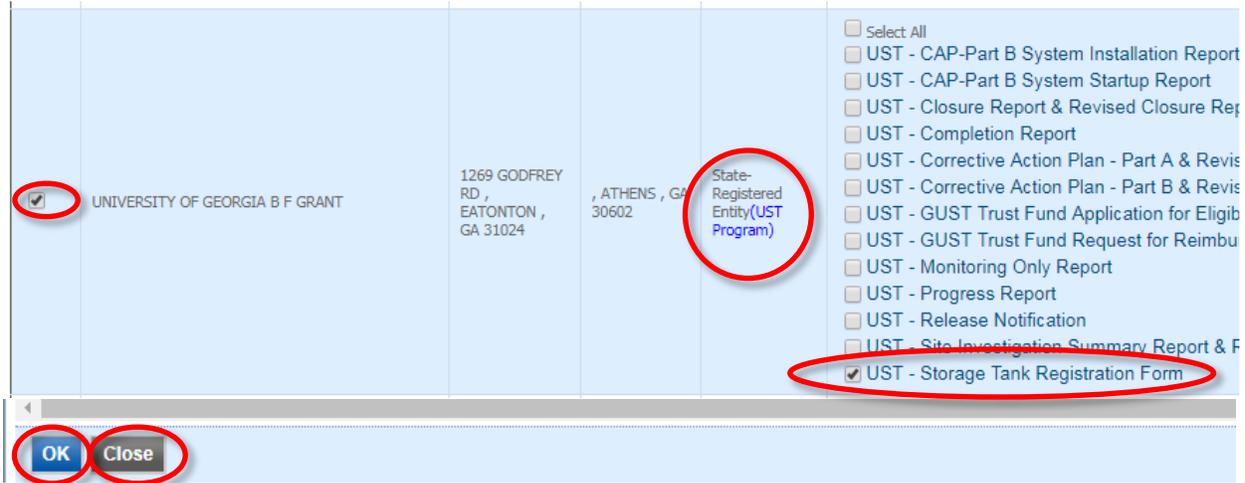
Registered / Non-registered:

Helpful Hints:

- ✓ **ONLY** enter the street number or street name, **NOT** the full address
- ✓ If you need to narrow down the search, enter only a **partial** facility name
- ✓ If you have more than one facility, please repeat **Step 2.4** until all of your facilities are entered

Section 2 - Tank Owner Associates UST Facility(ies) and UST Registration Form(s)

Step 2.5. Select your facility and the UST Storage Tank Registration Form. Then click “OK”. Once you have added all of your facilities, click “Close”.



Helpful Hints:

- ✓ Make sure the facility you select has “**UST PROGRAM**” listed. If not, go back to **Step 2.3.**

Step 2.6. Review your information, if the “**Submittal Type**” says “**UST – Storage Tank Registration Form**” and the “**Status**” column says “**Active**” you may proceed to Section 3. If the **Status** says “**Pending**” or if you selected “**Proceed with ESA Option**”, please see the following page.

	Name	Mailing Address	Physical Location	Submittal Type	Source	Status	Action
✘	14TH ST SHELL	1184 SPRING ST , ATLANTA , GA 30309	1184 SPRING ST , ATLANTA , GA 30309	UST - Storage Tank Registration Form	State-Registered Entity(UST Program)	Active	RO already exists for this facility and submittal type. Click here to replace existing RO.
✘	HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT	P.O. Box 20509 , Atlanta , GA 30320	6000 N Terminal Pkwy Atlanta , GA 30320	UST - Storage Tank Registration Form	State-Registered Entity(NPDES-SWI,UST Program,Waste Facility,CAA)	Active	You are the only RO for this facility and submittal type.
✘	WCEN COLUMBUS	3000 SCHATULGA RD , COLUMBUS , GA 31995	3000 SCHATULGA RD , Columbus , GA 31907	UST - Storage Tank Registration Form	State-Registered Entity(UST Program)	Active	You are the only RO for this facility and submittal type.
✘	ROME PROPITIES GROUP LLC	3560 ALABAMA HWY , ROME , GA 30165	2406 GADSDEN HWY , CAVE SPRING , GA 30124	UST - Storage Tank Registration Form	State-Registered Entity(UST Program)	Active	You are the only RO for this facility and submittal type.

Associate Facility

If you selected “**Proceed with ESA Option**” in Step 1.5, please see next page.

Section 2 - Tank Owner Associates UST Facility(ies) and UST Registration Form(s)

If You Selected “Proceed with ESA Option” in Section 1.5

- ✓ You will see something similar to the image below.
- ✓ Your **Status** will say “**Pending**”.
- ✓ Print your “**Subscriber Agreement**”, sign, and mail to the address provided on the form.
- ✓ Once your Subscriber Agreement is received and approved, the **Status** will change to “**Active**” and you will be able to proceed. This may take a few weeks, so periodically check under “My Account” and “Associate Facilities” to check the **Status**.
- ✓ Once the **Status** changes to “**Active**”, you may proceed to Section 3.

Associated Facility List

You are Responsible Official for the following facilities.

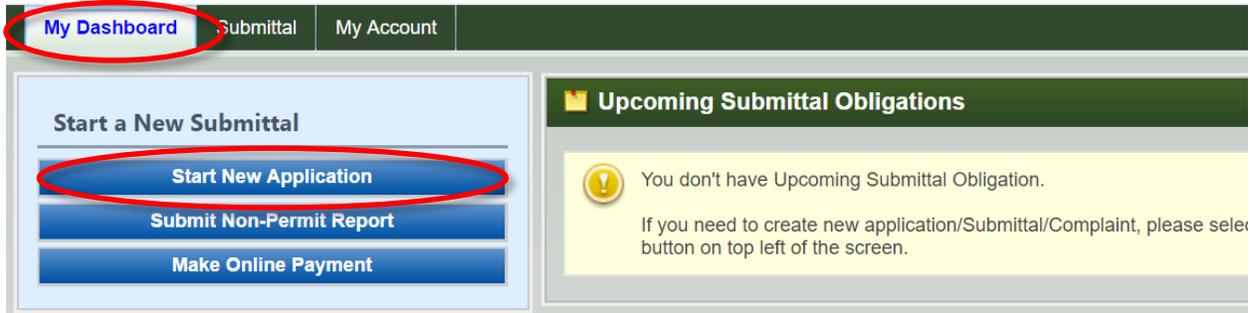
	Name	Mailing Address	Physical Location	Submittal Type	Source	Status	Action
✘	AM PM EXPRESS CHEVRON FOOD MART	5560 CHELSEN WOOD DR , DULUTH , GA 30097	1251 INDIAN TRAIL LILBURN RD , NORCROSS , GA 30093	UST - Storage Tank Registration Form	State-Registered Entity(UST Program)	Pending 	You are the only RO for this facility and submittal type.

Associate Facility **e-Verify** **Print Subscriber Agreement**

If you are registered as a RO, you are required to sign and mail a hard-copy Subscriber Agreement to EPD.
It will take about 5-10 business days for your facility(ies) to be approved because it involves the mail delivery, paper handling, human checks, and data entries.
If you are registering as an RO/Owner for VRP, Brownfield, Haz Waste Fees, and/or Haz Substance Fees, Identity Proofing is not required.

3. Tank Owner Submits Tank Registration Form(s) and Prints Certificate(s)

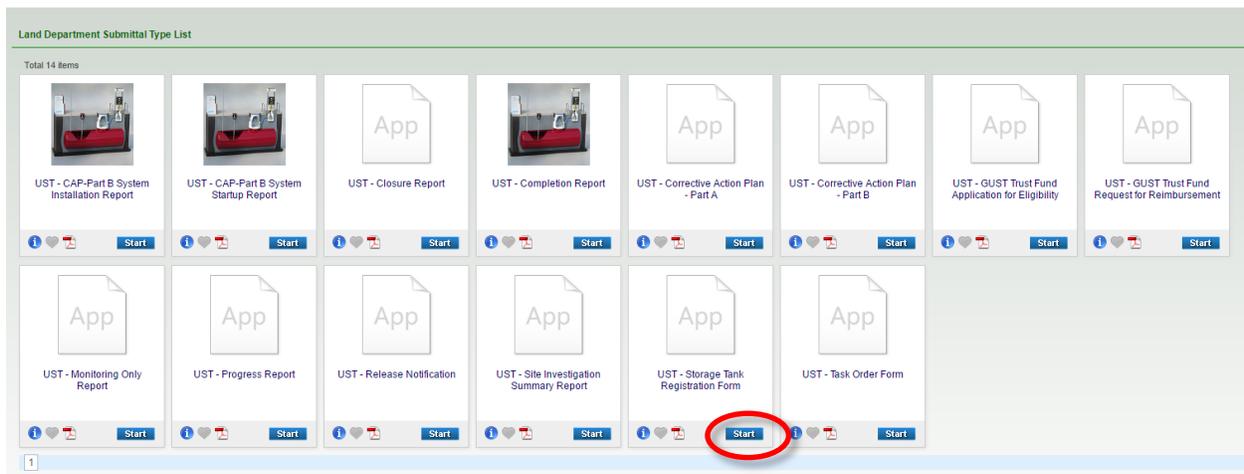
Step 3.1: Once logged in to GEOS geos.epd.georgia.gov/GA/GEOS/Public, Go to “My Dashboard” and click “Start New Application”



Step 3.2: Find the “UST-Storage Tank Registration Form” icon and click “Start”.

Helpful Hints:

- ✓ If you do NOT see the “UST-Storage Tank Registration” option, your facility did not **Associate** properly
- ✓ Refer to **page 7** (Section 2) for instructions on **associating your facility**



Section 3 - Tank Owner Submits Tank Registration Form(s) and Prints Certificate(s)

Step 3.3: Click “Next” to start your application.

The screenshot shows a web application interface with a navigation bar at the top containing 'My Dashboard', 'Submittal', and 'My Account'. Below the navigation bar is a 'Wizard Panel' on the left with four steps: 1. Data Entry (To fill in all Data Entry Forms), 2. Attachment (To upload or mail in all required documentations), 3. Validation (To validate all required data and documentations), and 4. Submission (To submit). The main content area is titled 'APPLICATION FORM LIST (SUBMISSION ID: 47514)'. It includes instructions: 'If you know what Form(s) you need for your application, please select them from the list below.' and 'If you DO NOT know what form(s) you need for your application, please just click on "Next" button to complete the form online. - GA EPD staff will determine what forms need to be filled out based on your initial request.' Below this is a section titled 'All Applicable Forms List' with a checkbox and a document icon next to 'Storage Tank Registration Form - Form View'. At the bottom of this section are three buttons: 'Exit', 'Save', and 'Next'. The 'Next' button is circled in red.

Step 3.4: Select “Annual Renewal”, there are 8 parts that you need to complete.

The screenshot shows the 'STORAGE TANK REGISTRATION FORM (SUBMITTAL ID: 151862)'. The main content area has a yellow header with the text 'Please fill out the form below.' Below this is a section titled 'Action Type' with 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'. Below the notice is a link: 'Click here to download.' Underneath are three radio button options: 'Annual Renewal', 'Amend/Modify', and 'Terminate'. The 'Annual Renewal' option is selected and circled in red.

Helpful Hint:

- ✓ For existing facilities, select “Annual Renewal” for registration.
- ✓ For new installs or facilities that have **never** been registered with EPD, select the “Click here to download” link, complete the 7530 form, attach tank installation documents, and mail to: GAEPD USTMP at 4244 International Pkwy, Suite 104, Atlanta, GA 30354.
- ✓ Do **NOT** select “Amend/Modify” or “Terminate” (these options will be used for future registrations only).

Section 3 - Tank Owner Submits Tank Registration Form(s) and Prints Certificate(s)

Step 3.5 (Part 1): Answer the following questions for the facility you are registering.

PART 1

- * Have you had any Underground Storage Tanks (USTs) or Lines (Piping installed/replaced since last registration)? Yes No
- * Have you had any Underground Storage Tanks (USTs) dispensers installed/replaced since last registration? Yes No
- * Are you bringing any temporary out of use tanks back into service? Yes No
- * Is spill prevention operationally functional? Yes No
- * Is overfill prevention operationally functional? Yes No
- * Is Every Bare Steel tank(s) and/or Pipe(s) provided with Corrosion Protection? Yes No No bare steel tanks

Step 3.5 (Part 2): Select your facility from the **drop down** menu.

PART 2: Ownership of Tanks

* Facility/Property: ?

Property Address 2:

County: City: State: Zip:

Latitude: Longitude:

PART 2: Ownership of Tanks

* Facility/Property: ?

Facility/Property Address 1: Facility/Property Address 2:

County: City: State: Zip:

Latitude: Longitude:

Helpful Hints:

- ✓ Once you select your facility from the dropdown, the address will populate automatically.
- ✓ If you need to change the facility name or facility address, you will need to send a revised 7530 Form to EPD www1.gadnr.org/dnr/ustform/app

Helpful Hints:

- ✓ If you do **NOT** see your facility in the dropdown menu, EXIT out of the form, go to “My Account” and “Associate Facilities” and check the following:
 - Make sure your **Submittal Type** says “UST – Storage Tank Registration Form”. If it does not, you will need to click the “Associate Facility” button and add that submittal type.
 - Make sure the **Source** says “UST Program”. If it does not, you will need to click the “Associate Facility” button and search for your facility with the “UST Program” Source.
 - Make sure the **Status** says “Active”. If it does not, you will need to check back in a few days to see if the status has been updated by EPD IT.

Name	Mailing Address	Physical Location	Submittal Type	Source	Status	Action
✕ WGEN COLUMBUS	3000 SCHATULGA RD, COLUMBUS, GA 31995	3000 SCHATULGA RD, Columbus, GA 31907	UST - Storage Tank Registration Form	State-Registered Entity(UST Program)	Active	You are the only RO for this facility and submittal type.
Associate Facility						

Section 3 - Tank Owner Submits Tank Registration Form(s) and Prints Certificate(s)

Step 3.5 (Part 3): Click “Add New Record”, fill out your Operator A information then click the  green check to save the data.

Helpful Hints:

- ✓ You can find your current Operator information on your 7530 form located at www1.gadnr.org/dnr/ustform/app
- ✓ If you have multiple A Operators, click “Add New Record”.

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
	UGA	Mark Smit	1269 Godfrey Rd	Eatont	GA	31024	ms@gamr	770-234-56	A1234567	8/1/2012

Add New Record

Step 3.5 (Part 4): If your Operator B is the same as you’re 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
	UGA	Mark Smit	1269 Godfrey Rd	Eatont	GA	31024	ms@gamr	770-234-56	A1234567	8/1/2012

Add New Record

Step 3.5 (Part 5): Click “Search”.

PART 5: Location of Tanks

Click Search Button to add your location identifier (UST Facility ID). Do not leave this section blank.

Search

Tank location Type: Tank Location Name: * Location Identifier: (Location Identifier is the same as your UST Facility ID)

Tank Location Address:

City: State: Zip:

Section 3 - Tank Owner Submits Tank Registration Form(s) and Prints Certificate(s)

Step 3.5 (Part 5, Continued): Enter your “Location Identifier”, this ID number can be found on your current tank certificate and on the “2018 Annual Tank Registration” letter you received, then click “Search”.

Location Information

Search for Physical Location

Location Identifier: Same as “Facility ID”

Step 3.5 (Part 5, Continued): Locate your facility and click “Select” then click “Add to Form”.

Local System Search Results

Items per page: 15

1 - 1 of 1 item(s)

Select	Location Identifier	Street No.	Street Name	City	State	Zip
<input checked="" type="radio"/>	911700	1269	GODFREY RD	EATONTON	GA	31024

Helpful Hints:

✓ If you receive the following error message:

 The address has been occupied by an active UST Facility. Please search for another address or click 'Edit' button to enter your location.

- Go to “My Account” and “Associate Facilities and make sure the Source includes the words “UST Program”. If it does not, you will need to click the “Associate Facility” button and search for your facility with the “UST Program” Source.
- Confirm that the Location ID you entered matches the facility you selected from the dropdown in Part 2. If it does not, enter the correct Location ID.

	Name	Mailing Address	Physical Location	Submittal Type	Source	Status	Action
	WCEN COLUMBUS	 3000 SCHATULGA RD , COLUMBUS , GA 31995	 3000 SCHATULGA RD , Columbus , GA 31907	UST - Storage Tank Registration Form	State-Registered Entity(UST Program)	Active	You are the only RO for this facility and submittal type.
<input type="button" value="Associate Facility"/>							

Section 3 - Tank Owner Submits Tank Registration Form(s) and Prints Certificate(s)

After clicking “Add to Form” in Step 3.5, the facility information will be populated automatically. Click “Next”.

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: Zip:

Helpful Hints:

- ✓ If you need to change the tank location name or tank location address, you will need to send a revised 7530 Form to EPD www1.gadnr.org/dnr/ustform/app

Step 3.5 (Part 6): Identify the **Financial Responsibility Mechanism** you have chosen to pay for an environmental clean up or third-party liability compensation should a release occur.

Helpful Hints:

- ✓ “GUST Trust Fund” - you pay into the Georgia Underground Storage Tank (GUST) Trust Fund (sometimes this is collected by your fuel supplier and shown 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.
- ✓ You can find your current financial responsibility information on your 7530 form located at www1.gadnr.org/dnr/ustform/app
- ✓ If there is no applicable mechanism policy date or ID number, enter “NA”

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 following financial assurance mechanisms.
 I do I do not

* Primary (\$1,000,000) Financial Responsibility Mechanism:
 GUST Trust Fund Insurance Surety Bond Guarantee Risk Retention Group Self Insured Letter of Credit Trust Fund (other than Gust) Other Method

* Name

* Address

* Mechanism/Policy Anniversary Date

* Mechanism/Policy ID Number

If your primary method is “GUST”, then you will also need to identify how you will pay the \$10,000 deductible should a release occur.

* If a Primary Financial Responsibility Mechanism is GUST Trust Fund, indicate below the Mechanism for the \$10,000 deductible.
Deductible (\$10,000) Financial Responsibility Mechanism:
 Insurance Surety Bond Guarantee Letter of Credit Risk Retention Group Self Insured Trust Fund (other than Gust) Other Method

Section 3 - Tank Owner Submits Tank Registration Form(s) and Prints Certificate(s)

Step 3.5 (Part 7): 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:

- ✓ 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 3.5 (Part 8): You may review the installed tanks and piping detail by clicking the  icon. Once complete; click “Next”.

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

Helpful Hints:

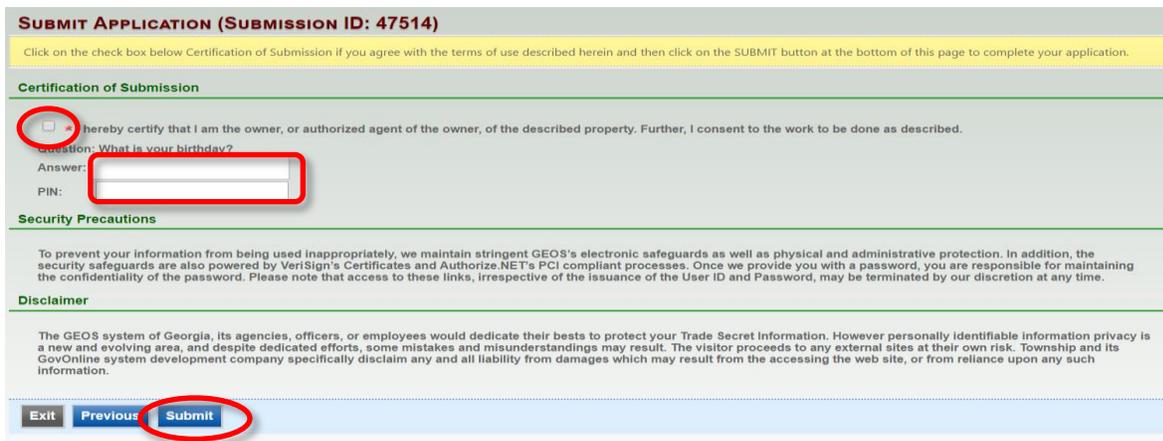
- ✓ The Unit ID is a combination of the “Location ID” and Tank (T) or Piping (P) ID.
- ✓ You cannot edit this information. If changes to your tanks or piping is needed you must send in a revised 7530 form: www1.gadnr.org/dnr/ustform/app

Section 3 - Tank Owner Submits Tank Registration Form(s) and Prints Certificate(s)

Step 3.6: If you filled out the required information you'll see  green checks. If errors have occurred you will see a red **x**.



Step 3.7: 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 3.8: Your confirmation sheet will look similar to the one below. Click **“Go to Submitted List”**.



Helpful Hints:

 **Print** this page for your records

Section 3 - Tank Owner Submits Tank Registration Form(s) and Prints Certificate(s)

Step 3.9: 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.

The screenshot shows the 'Submittal List' page with search filters and a table of submissions. The 'Review Status' column for the first submission is highlighted with a red box and contains the text 'Complete Submittal'.

Payment	Submittal Information	Facility Info.	Type	RO Info.	Review Status	Submittal Name/Description
View	48589 - UST - Storage Tank Registration Form App Type:	MLK BP 2595 MLK JR DR, ATLANTA, Fulton, GA 30311	UST Program Submitted on: 06/12/2017	Yasir Khan 2595 MLK JR DR, ATLANTA, 30311	Complete Submittal	

Step 3.10: 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 you provided in the application.

The screenshot shows the 'Submittal List' page with a table of submissions. The 'Review Status' column for the first submission is highlighted with a red box and contains the text 'Permit Issued'.

Payment	Submittal Information	Facility Info.	Type	RO Info.	Review Status	Submittal Name/Description
View	48589 - UST - Storage Tank Registration Form App Type:	MLK BP 2595 MLK JR DR, ATLANTA, Fulton, GA 30311	UST Program Submitted on: 06/12/2017	Yasir Khan 2595 MLK JR DR, ATLANTA, 30311	Permit Issued	

Step 3.11: The tank certificate will be provided on the **“Dashboard”** in GEOS under **“Permits/Licenses”**. Click the pdf  icon to print your 2018 tank registration certificate(s) and post it at the UST facility. **Congratulations, you have completed Annual Tank Registration!**

The screenshot shows the 'My Dashboard' page. The 'My Dashboard' tab is circled in red. The 'Permits / Licenses' section shows a table with a submission that has a 'Permit Issued' status, highlighted with a red box.

Facility	Issuance Info.	Critical Dates
MLK BP 2595 MLK JR DR, ATLANTA, Fulton, GA 30311	600806 - UST Registration Certificate Stage: FINAL Permit , Status: Issued App#: 48589 - UST - Storage Tank Registration Form	Issued on 06/12/2017 Effective on 06/12/2017 Expired on 12/31/2017