# Redacting Information

When one needs to keep sensitive info from others, a user can make certain parts of their report secret by redacting info.

First, one would need to see if their application has the option for redaction. If your application has the line "This application includes information the Applicant Claims is Protected Under Georgia Law from Disclosure to the Public", then you will have the option to select Yes or No. In this case, click the Yes button.

Next, for any section you deem to have sensitive information, you will fill in that section with [REDACT 001]. (you will fill in the sensitive info later). For each of the sections you fill out in this application, you will place the same [REDACT] code but increase the three digit value by 1.
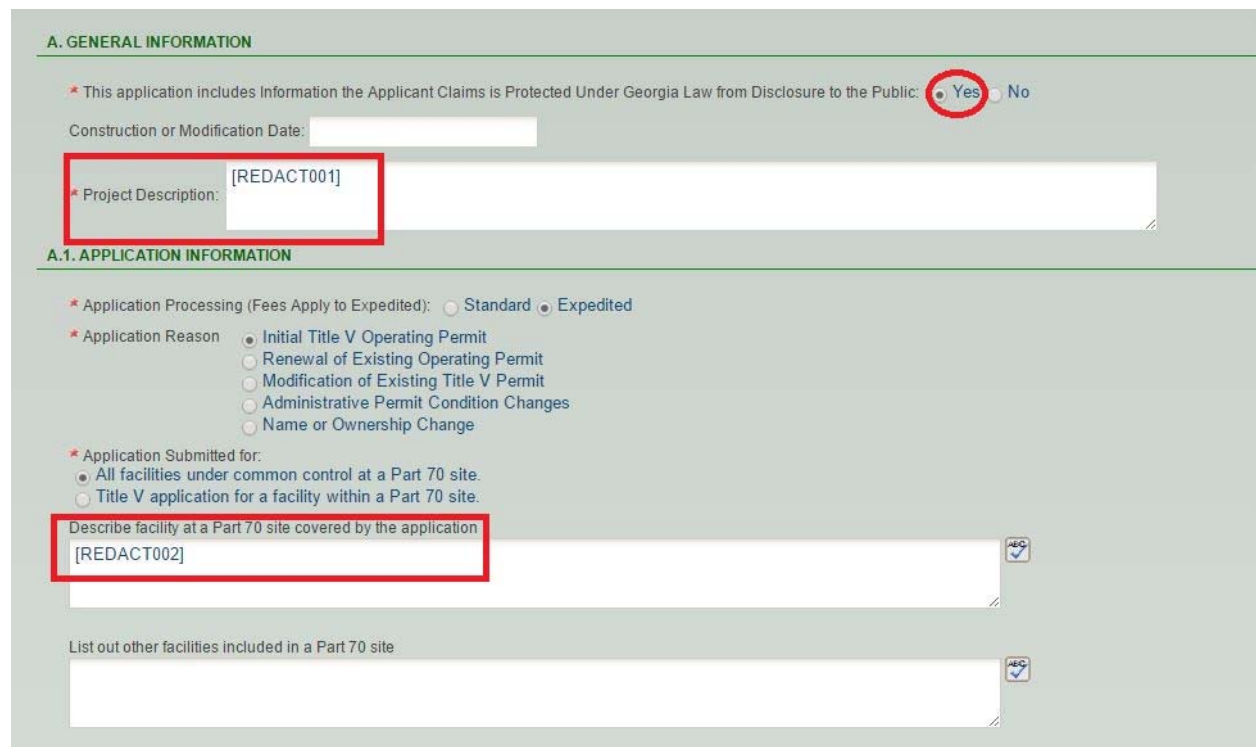
Once you have finished filling out the application, you will need to go into the Attachment section. Here, you can select to send Attachments via Online or Mail

in attachment (Other and N/A option are greyed out). Building Layout (Overhead View), General Area Map, Plan Site Map, Process Flow Diagram and Redacted Information Report are areas where attachments are required. Under the Redacted Information Report, you will need to select Print Redacted Information Report

You will be taken to another screen where all of the areas that you have marked as [REDACT] will be ready to be filled out with sensitive information.

You can download, fill out and then print. Also, make sure you print out the Affidavit in Support of Claim(s) that Information is Protected under Georgia Law from Disclosure to the Public. Plus, it is recommended that the Public version of the application be printed. You will be able to do this action AFTER you submit the application.

https://geos.epd.georgia.gov/GA/GEOS/Public/Client/GA_GEOS/Doc/20150624AffidavitSupportingClaims(F).pdf

You can save the Redacted info in different formats (.pdf, Excel, Word, etc). Just click onto the blue floppy disk button.
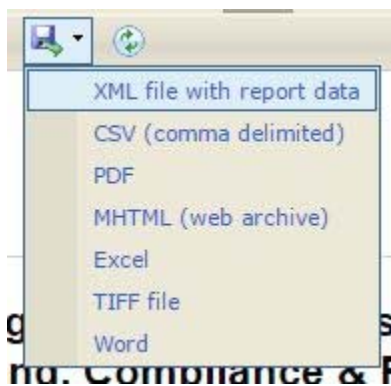
Please remember, DO NOT SUBMIT ANY PART of Redacted Information page nor Privileged information online as they would become public.