

# Industrial Stormwater

# Georgia EPD Online System (GEOS)

## Guide

**GEORGIA**  
DEPARTMENT OF NATURAL RESOURCES  
ENVIRONMENTAL PROTECTION DIVISION

Georgia Department of Natural Resources  
Online Permitting & Reporting



**Welcome to Georgia EPD Online System (GEOS) for Permitting, Compliance and Facility Information**

Online services offer the convenience of obtaining environmental permits and submitting compliance reports online. It supports the following features:

- Establish a user account and manage all your submittals online;
- Apply environmental permits, certificates, licenses and other environmental issuances online;
- Submit environmental reports;
- Monitor processing status of your online submittals;
- Receive e-mail notifications on permitting results;
- Receive e-mail alerts for upcoming reporting obligations;
- Submit requests to revise permits or submit revised reports;
- Track historical versions of all submittals

[Add Website to Bookmarks](#)

**Facility/Public Login**

User name

Password

[Login](#)

- [System User Guide](#)
- [Create a new account](#)
- [Forgot your login user name or password?](#)

Release Date: April 21, 2017  
Version: 4.0017.0421.27721

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## (1) CREATING THE ACCOUNT AS A RESPONSIBLE OFFICIAL (RO)

1. Go to this website:  
<https://geos.epd.georgia.gov/GA/GEOS/Public/GovEnt/Shared/Pages/Main/Login.aspx>
2. Select “Create an Account” on the right side of the website.
3. Select “RO/Owner for Stormwater Industrial,” and then select “Associate Facility” to find your facility.

The screenshot shows the 'CREATE ACCOUNT' page on the GEOS Public website. The page header includes the Georgia Department of Natural Resources logo and the text 'DEPARTMENT OF NATURAL RESOURCES ENVIRONMENTAL PROTECTION DIVISION'. Below the header, there is a yellow banner with instructions for creating a new user account. The main content area is divided into two sections: 'Account type' and 'Associated Facility List'.

**Account type:**

- Account group:  Fee Payment  Preparer  Responsible Official
- Account type options:
  - Responsible Official for Municipal Wastewater
  - RO/Owner for Scrap Tire
  - RO/Owner for Storm Water Construction
  - RO/Owner for Hazardous Substance Fee
  - Responsible Official for Title V
  - RO/Owner for Storm Water Industrial
  - RO/Owner for Voluntary Remediation Program
  - Responsible Official for SIP
  - RO/Owner for Lead-Based Paint and Asbestos
  - RO/Owner for Underground Storage Tank
  - Invoice Payment Only
  - RO/Owner for Trust Fund Reimbursement Request
  - RO/Owner for Hazardous Waste Fee

**Associated Facility List**

Name	Mailing Address	Physical Location	Submittal Type	Source	Status
------	-----------------	-------------------	----------------	--------	--------

**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 process. To start this process click the Associate Facility button above.

Navigation buttons: Back To Login, << Previous, Next >>

- When searching for your facility, entering a partial address OR facility, and not the full address or facility, will improve the chances of finding your facility.

**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:

Responsible Official for Municipal Wastewater  Responsible Official for Title V  Responsible Official for SIP  Invoice Payment Only

RO/Owner for Scrap Tire  RO/Owner for Brownfield  RO/Owner for Lead-Based Paint and Asbestos  RO/Owner for Trust Fund Reimbursement Request

RO/Owner for Storm Water Construction  RO/Owner for Storm Water Industrial  RO/Owner for Underground Storage Tank  RO/Owner for Hazardous Waste Fee

RO/Owner for Hazardous Substance Fee  RO/Owner for Voluntary Remediation Program

**Associated Facility List**

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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.

- Once the facility is found, confirm in the "Source" column that your facility has "NPDES-SWI" indicating the facility has access to the industrial stormwater forms. Select the checkbox in the first column for your facility and select the checkbox for "Industrial Stormwater (GAR050000) Annual Report" and "Industrial Stormwater (GAR050000) NOI/NEE." If "NPDES-SWI" is not shown for your facility, contact EPD to update your facility.

**CREATE ACCOUNT**

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Account group:  Fee Payment  Preparer  Responsible Official

Account type:

Responsible Official for Municipal Wastewater  Responsible Official for Title V  Responsible Official for SIP  Invoice Payment Only

RO/Owner for Scrap Tire  RO/Owner for Brownfield  RO/Owner for Lead-Based Paint and Asbestos  RO/Owner for Trust Fund Reimbursement Request

RO/Owner for Storm Water Construction  RO/Owner for Storm Water Industrial  RO/Owner for Underground Storage Tank  RO/Owner for Hazardous Waste Fee

RO/Owner for Hazardous Substance Fee  RO/Owner for Voluntary Remediation Program

**Associated Facility List**

**Associate Facility**

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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.

**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: 2505 Riverbend Organization Name: \_\_\_\_\_

Select Page All

1 - 1 of 1 item(s)

Select	Name	Physical Location	Mailing Address	Source	Submission Type
<input checked="" type="checkbox"/>	UGA CAMPUS TRANSIT	2505 Riverbend Rd , Athens , GA 30605	2505 Riverbend Rd. , Athens , GA 30602	State-Registered Facility (NPDES-SWI)	<input type="checkbox"/> Select All <input checked="" type="checkbox"/> Industrial Stormwater (GAR050000) Annual Report <input checked="" type="checkbox"/> Industrial Stormwater (GAR050000) NOI / NEE

**CREATE ACCOUNT**

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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:

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

**Associated Facility List**

	Name	Mailing Address	Physical Location	Submittal Type	Source	Status
✘	UGA CAMPUS TRANSIT	2505 Riverbend Rd., Athens, GA 30602	2505 Riverbend Rd, Athens, GA, 30605	Industrial Stormwater (GAR050000) Annual Report	State-Registered Entity(NPDES-SWI)	Pending
✘	UGA CAMPUS TRANSIT	2505 Riverbend Rd., Athens, GA 30602	2505 Riverbend Rd, Athens, GA, 30605	Industrial Stormwater (GAR050000) NOI / NEE	State-Registered Entity(NPDES-SWI)	Pending

**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

6. NOTE: REMEMBER your security questions. When submitting annual reports and NOI/NEE, you will be prompted for your security question and PIN number.

**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.

✘ • Answers to all the security questions must be entered and each one must be unique.

\* Security Questions

One of the following security questions will be referenced during the application submission process. Please answer all five questions below with unique responses.

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 street was your high school located on? ▼

Answer:

Question 3:  
what was your high school's mascot? ▼

Answer:

Question 4:  
what is your best friend's last name? ▼

Answer:

Question 5:  
where did you graduate from high school? ▼

Answer:

[Back To Login](#)   [<< Previous](#)   [Next >>](#)

- You will have two options for proof of RO: 1) E-verify and 2) Electronic Subscriber Agreement (ESA). If you are submitting an ESA, you will have to complete the form for each facility and mail them, using certified mail, to EPD. Once the ESA is processed, the facility will be activated and linked to your account.

**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.

**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

**sNBYPM**

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

**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 follows:

- 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 you 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 recommended for time sensitive submittals, such as applying for general permits or to expedite requests.
- 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 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.
- 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

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- Once your account has been created, you will receive an email with a temporary password. When you log into your account, create a new password and a PIN. SELECT "Save" when completed or the page will reset. NOTE: REMEMBER your PIN. You will need your PIN number each time you submit an annual report or NOI/NEE.

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ENVIRONMENTAL PROTECTION DIVISION

My Dashboard Submittal My Account

**Start a New Submittal**

Start New Application  
Submit Non-Permit Report  
Make Online Payment

**Message Center**

Submittals

0 Recent Email(s) for submitted submittals.  
0 Payment due submittals.

Permits/Licenses

No message need your attention.

**Upcoming Submittal Obligations**

You don't have Upcoming Submittals.  
If you need to create new submittals, please click on the 'Start New Application' button.

**Permits / Licenses**

No Items found. Please try again.

**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

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## (2) CREATING AN ACCOUNT AS A PREPARER

1. To create a Preparer account, select “Preparer” for the Account Group, and then select the “Preparer” box.

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### 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:  
 Preparer

[Back To Login](#) [<< Previous](#) [Next >>](#)

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( Last modified Time: 2017-05-11 04:27 PM )

2. Go to “My Account” and the “Associated RO” tab to confirm you are authorized by the RO. The RO can only authorize a preparer when the facility is approved. The RO finds and authorizes the preparer by their email.

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Georgia Department of Natural Resources  
Online Permitting & Reporting

My Dashboard Submittal **My Account** Hello, Lane Help Logout

Profile Management << My Account > Profile Management > Basic Information

General Information Address Information **Associated RO** Attachment

List of Associated ROs, and allow to manage account association.

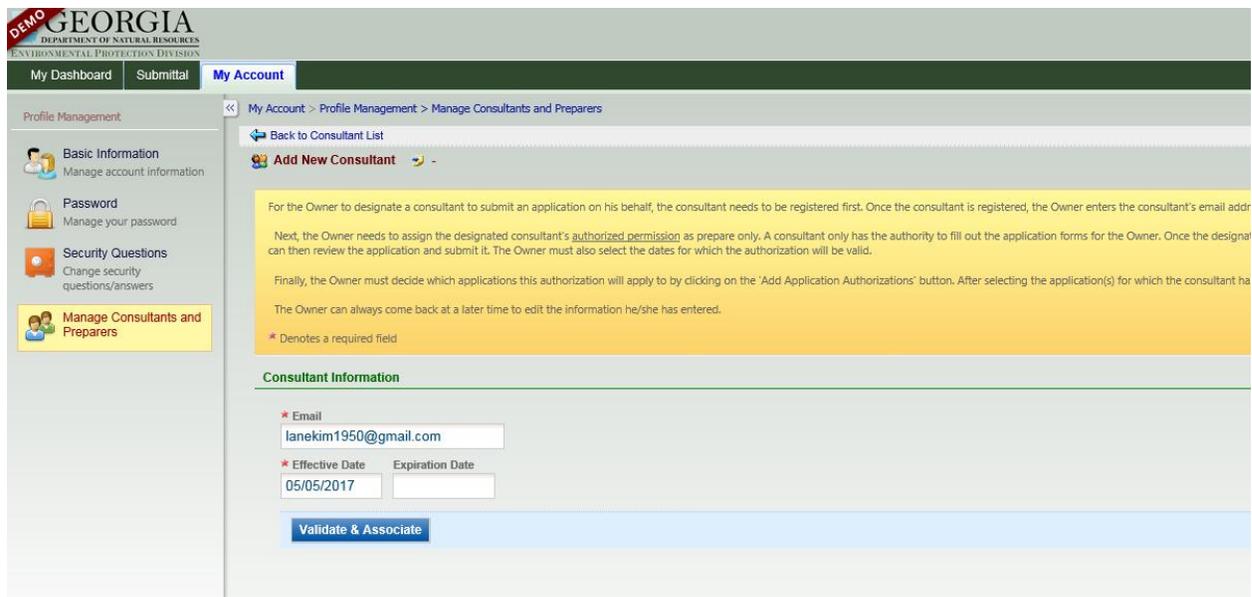
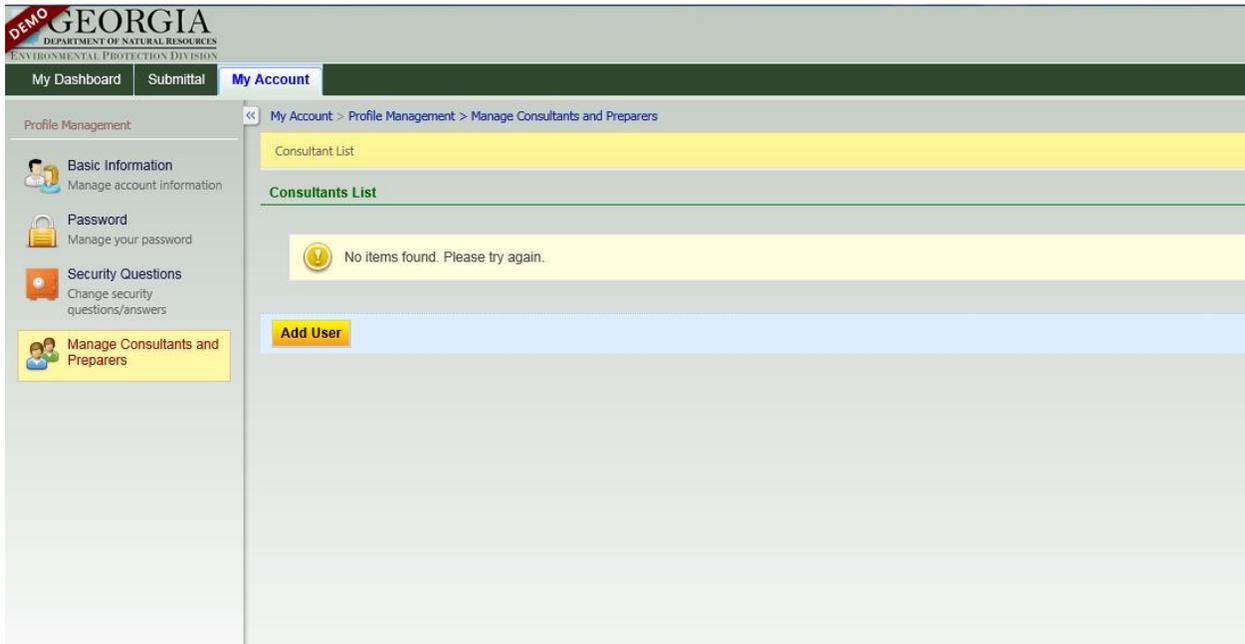
#### Associated RO List

1 - 2 of 2 item(s)

RO Name	Facility	Permission	Application	Effective Date	Expiration Date	Status
Rory Gilmore	UGA CAMPUS TRANSIT 2505 Riverbend Rd. Athens GA 30602	Prepare Only	Industrial Stormwater (GAR050000) Annual Report	05/05/2017		Active
Rory Gilmore	UGA CAMPUS TRANSIT 2505 Riverbend Rd. Athens GA 30602	Prepare Only	Industrial Stormwater (GAR050000) NOI / NEE	05/05/2017		Active

### (3) ADDING A PREPARER

1. Before authorizing a preparer for your facility, the preparer needs to create a GEOS account.
2. The RO will go to “My Account” and select “Manage Consultants and Preparers.” Select “Add User” and then enter the email address that the preparer uses for their account.



3. Select the forms that the preparer can access.

#### (4) RENEWING THE NOI

1. Once your facility is activated and linked to your account, you can see the permit on the main account page (Dashboard).
2. Select “Action” and then, select “Renewal.” Complete/Edit the NOI form and submit.

**NOTE:** The 2017 NOI will be available on June 1, 2017. Do not submit a renewal before June 1. The renewal for the 2017 Industrial General Permit needs to be done by June 30, 2017.

The screenshot displays the Georgia Department of Natural Resources Environmental Protection Division web portal. The page features a navigation bar with tabs for "My Dashboard", "Submittal", and "My Account". A "Request Action on Permit" modal window is open, showing the "Reason for Application:" section with three radio button options: "Renewal" (selected), "Modification", and "Termination". The modal also includes "Close" and "OK" buttons. In the background, the "Permits / Licenses" section shows a table with one item: "UGA CAMPUS TRANSIT" at "2505 2505 Riverbend Rd, Athens, Clarke, GA 30605". The "Action" button for this item is highlighted with a yellow circle. The footer of the page contains the text: "GovOnline, Copyright ©1994-2017 enfoTech & Consulting Inc. All rights reserved. Terms of Use | Privacy Statement".

## (5) SUBMITTING AN ANNUAL REPORT

1. Select "Submittal" from the green bar at the top of the screen. Select "Start" for the Industrial Stormwater (GAR05000) Annual Report.

The screenshot shows the "Submittal" section of the Georgia Department of Natural Resources Environmental Protection Division website. The navigation bar includes "My Dashboard", "Submittal", and "My Account". The main content area is titled "Submittal > Open Submittals > Start a New Submittal". A yellow banner instructs users to click the "Start" button to begin creating their application/report. Below this, there are search filters for Category (Permit/License), Keyword, Department (All), Program (All), and Submittal Type (All). A "Search" button is present. The "NPDES Department Submittal Type List" section shows two items: "Industrial Stormwater (GAR050000) Annual Report" and "Industrial Stormwater (GAR050000) NOI / NEE". Each item has a "Start" button. The footer contains the text: "GovOnline, Copyright ©1994-2017 enfoTech & Consulting Inc. All rights reserved. Terms of Use | Privacy Statement".

2. Select the facility for which you wish to submit an annual report, and then select the "Get NOI/NEE Information" to autofill part of the form.

**NOTE:** If the "Effective NOI" box does not autofill when "Get NOI/NEE Information" is selected, contact EPD to resolve the issue.

The screenshot shows the "Annual Report AR - Version 2012" form. The navigation bar includes "My Dashboard", "Submittal", and "My Account". The main content area is titled "Submittal > Wizard Panel > Annual Report AR - Version 2012". A yellow banner displays "ANNUAL REPORT AR - VERSION 2012 (SUBMITTAL ID: 48035)". The form is divided into four steps: 1. Data Entry, 2. Attachment, 3. Validation, and 4. Submission. The "Data Entry" step is active. The form title is "Industrial Stormwater (GAR050000) Annual Report". Instructions state: "Complete the following annual report using the records compiled for NPDES General Permit GAR050000 (2017 IGP), effective on June 1, 2017. All facilities with the schedule provided in Part 7.2 of the 2017 IGP. This form must be completed and properly certified in accordance with Appendix B of the 2017 IGP, and submit request (or similar service) to the Non-Point Source Program, Storm Water Unit, EPD Watershed Protection Branch, 2 Martin Luther King Jr. Dr. SE, Suite 1462 East, AT". The form fields include: Facility/Property: UGA CAMPUS TRANSIT (Rory Gilmore); Mailing Address 1: 2505 Riverbend Rd.; Mailing Address 2: ; County: Clarke; City: Athens; State: GA; Zip: 30602; Facility/Property Address 1: 2505 2505 Riverbend Rd.; Facility/Property Address 2: ; County: Clarke; City: Athens; State: GA; Zip: 30605; Report for reporting year: ; Effective NOI: (with a "Get NOI/NEE Information" button circled in yellow); Primary SIC Code: ; Sector(s): ; Subsector(s): ; 2. Name, title and telephone number of Storm Water Pollution Prevention Team Leader: ; Name: ; Title: .

- To submit sampling results, use the provided Excel file. This Excel file can also be found on the Georgia EPD Industrial Stormwater website (<http://epd.georgia.gov/npdes-industrial-storm-water-general-permits>). On the next section of the annual report, upload the Excel file.

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My Dashboard | **Submittal** | My Account

Wizard Panel >> Submittal > Wizard Panel > Attachment

**ATTACHMENT (SUBMITTAL ID: 48035)**

To include your attachment(s), click on the "Upload" button and follow the instructions to upload.

"Upload" button can be clicked multiple times to attach multiple files under each category.

These file types are accepted by the system:

- pdf, doc, docx, txt, xls, xlsx, cvs
- jpeg, jpg, bmp, png, gif
- xml

The maximum file size that may be uploaded is 50MB.

**Attachment**

The maximum file size allowed is 1M. Please make sure the file you want to upload is smaller than 1M.

**A Copy of Latest NOI and Supporting Documents (Required)**  
Upload a copy of your latest NOI, and, if you are required to perform Benchmark, Effluent, or Impaired Waters Benchmark sampling, upload a copy of the Excel spreadsheet provided by the link in the Annual Report Form.  Online  Mail  Other  N/A

**Upload** (Please upload one file at a time. Repeat the Upload process if you have multiple files.)

Attachment description:

**Sampling Results Spreadsheet (Optional)**  Online  Mail  Other  N/A

**Upload** (Please upload one file at a time. Repeat the Upload process if you have multiple files.)

Attachment description:

Exit Save Previous Next

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My Dashboard | Submittal | **My Account**

Profile Management >> My Account > Profile Management > Manage Consultants

Back to Consultant List

Lane Kim [lanekim1950@gmail.com](mailto:lanekim1950@gmail.com)

For the Owner to designate a consultant to submit an application, the Owner must first assign the consultant to the application. Next, the Owner needs to assign the designated consultant to the application and submit it to the Owner. Finally, the Owner must decide which applications this consultant is authorized to submit. The Owner can always come back at a later time to edit the consultant's permissions.

\* Denotes a required field

**Consultant Information**

Effective Date: 05/05/2017 Expiration Date:

Save Email Notify

**Authorized Submittal Types**

No items found. Please try again.

Add Authorizations

**Applications Search**

Submittal Type:  Type:  Search

Check All  
1 - 2 of 2 item(s)

	App Name	Type	Permission	Facility	Notes
<input checked="" type="checkbox"/>	Industrial Stormwater (GAR050000) Annual Report	Stormwater	<input checked="" type="checkbox"/> Prepare Only	<input checked="" type="checkbox"/> UGA CAMPUS TRANSIT	
<input checked="" type="checkbox"/>	Industrial Stormwater (GAR050000) NOI / NEE	Stormwater	<input checked="" type="checkbox"/> Prepare Only	<input checked="" type="checkbox"/> UGA CAMPUS TRANSIT	

OK Cancel

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**(6) CONTACT INFORMATION**

For help with GEOS and the Industrial General Permit, please contact:

**Anna Truszczynski**

Stormwater Unit Manager

404.651.8548

[Anna.truszczynski@dnr.ga.gov](mailto:Anna.truszczynski@dnr.ga.gov)

**Dan Loudermilk**

Environmental Engineer

404.651.8542

[Dan.loudermilk@dnr.ga.gov](mailto:Dan.loudermilk@dnr.ga.gov)

**Grey Won**

Environmental Compliance Specialist

404.651.8541

[Grey.won@dnr.ga.gov](mailto:Grey.won@dnr.ga.gov)