<u>Industrial Stormwater</u> <u>Georgia EPD Online System</u> <u>(GEOS) Guide</u>



<u>This document was prepared to answer common questions regarding setting up a GEOS</u> <u>account for both Responsible Corporate Officers (ROs) and Preparers / Consultants, and</u> <u>the basics of selecting the proper permit and applications for the Industrial Stormwater</u> <u>General Permit, GAR050000. This document is a supplement to documents that can be</u> <u>found at the main GEOS information site, and should not be considered all inclusive.</u>

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(1) CREATING THE ACCOUNT AS A RESPONIBLE CORPORATE OFFICER (RO)

Note: Appendix B.7 of the Permit defines the qualifications for the RO. In general, the RO must be able to independently supervise the employees who are responsible for maintaining the stormwater infrastructure, and must be able to independently commit funds to execute all aspects of the Stormwater Pollution Prevention Plan (SWPPP) required by the permit. Generally, these tend to be managers and directors, and not Health and Safety professionals or Engineers with specific area responsibilities within a facility.

Note: IF YOU DID NOT SUBMIT AN NOI OR NEE UNDER THE 2012 IGP, OR CANNOT FIND YOUR FACILITY, SEE THIS SECTION: (2) FOR NEW FACILITIES NOT PREVIOUSLY COVERED UNDER THE PERMIT: FACILITY CREATION

- 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 web page.
- 3. Select "RO/Owner for Stormwater Industrial," and then select "Associate Facility" to find your facility.

< 🕞 🐚 https://geos.epd.geor	rgia.gov/UAT/GEOS/Public/Public/Pages/SelfRegister.aspx?S	ubscri 🔎 🕆 🙋 🚡 GEOS - Public	×
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ENVIRONMENTAL PROTECTION DIVISION			
CREATE ACCOUNT			
For a public user to create a new user ac A username will be suggested to you wi	ccount. (*) Denotes a required field. /hen you enter your first and last name. You may change the suggest 	ed username in the UserName field below.	
* Account group: O Fee Paymen * Account type:	nt O Preparer Responsible Official		
Responsible Official for Municipa	al Wastewater 🗌 Responsible Official for TitleV	Responsible Official for SIP	Invoice Payment Only
RO/Owner for Scrap Tire	RO/Ourses for Brownfield	RO/Owner for Lead-Based Paint and Asbestos	RO/Owner for Trust Fund Reimbursement Request
RO/Owner for Storm Water Const	struction RO/Owner for Storm Water Industrial	RO/Owner for Underground Storage Tank	RO/Owner for Hazardous Waste Fee
RO/Owner for Hazardous Substan	Ince Fee Ro/owner to: Toluntary remeditation Program	m	
Associated Facility List			
Name Mailing Address Ph Associate Facility	hysical Location Submittal Type Source Status		
The "Associate Facility" feature wi	vill allow you to become a Responsible Officer for those facilities	s you have selected and be able to certify submittals	for them.
IT you do not see your facility, plea	ase contact:		
404-463-1511			
For Title V permits: 404-363-7000			
For Scrap Tire, Brownfield, Lead-B 404-656-7802	Based Paint and Asbestos, and Trust Fund:		
For Voluntary Remediation Program	am:		
For UST Facilities: 404-362-2687			
For Storm Water Construction, and Please first search to see if facility To start this process click the Asso	d Storm Water Industrial: already exists in the system.If you cannot find it, click "Create occiate Facility button above.	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
Back To Login << Previous	Next >>		

4. When searching for your facility, enter a partial address or name for the facility, and not the full address or name of the facility. This will improve the chances of finding your facility. Do not enter information in both the name and address fields, unless you need to drastically reduce the number of facilities found.

se [®] GEORGIA	Search Facility			
ENVIRONMENTAL PROTECTION DIVISION				
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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 che	Facility Name:	Address: 2505 Riverbend	Organization Name:	
* Account group: * Account type: • Fee Payment • Preparer • Responsible Official	Search			
Responsible Official for Municipal Wastewater Responsible Official for TitleV RO/Owner for Scrap Tire RO/Owner for Brownfield	Church			
RO/Owner for Storm Water Construction RO/Owner for Hazardous Substance Fee RO/Owner for Voluntary Remainstration	Close			
Associated Facility List				
Name Mailing Address Physical Location Submittal Type Source Second State	Status			
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The "Associate Facility" feature will allow you to become a Responsib	le Officer for those facilities yo	u have selected and be able t	o 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 Trus 404-656-7802	st Fund:			
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 Net	v Facility" to register your fac	ility in the system. The facility data that you enter here will be	available for you to copy during the NOI online form en

Note: If the facility cannot be found, contact EPD.

5. Once the facility is found, confirm in the "Source" column that your facility has "Storm Water Industrial," which indicates 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 "Stormwater Industrial" is not shown for your facility, contact EPD to update your facility.

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DEPARTMENT OF NATURAL RESOLUCES							
CREATE ACCOUNT							
For a public user to create a new user account. (*) Der A username will be suggested to you when you enter	notes a required field. r your first and last name. You may cha	nge the suggested userr	name in the Use	rName field below.			
* Account group: O Fee Payment O Prepa * Account type:	arer Responsible Official						
Responsible Official for Municipal Wastewate	er 🔲 Responsible Official for TitleV	🗆 R	esponsible Off	icial for SIP	Invoice Payment Only		
RO/Owner for Scrap Tire	RO/Owner for Brownfield	R	O/Owner for L	ad-Based Paint and Asbestos	RO/Owner for Trust Fund Reimbursen	nent Request	
RO/Owner for Storm Water Construction	RO/Owner for Storm Water Ind	ustrial 🗌 R	O/Owner for U	nderground Storage Tank	RO/Owner for Hazardous Waste Fee		
RO/Owner for Hazardous Substance Fee	RO/Owner for Voluntary Reme	diation Program					
		Casaah Essility					
Associated Facility List		Search Facility					
Name Mailing Address Physical Loca Associate Facility The "Associate Eacility" feature will allo	ation Submittal Type Source S	Account type deterr account type. Please note that cer database for use. Fo	nines the submi tain submittal ty r assistance, ple	ttal types available, if you do not so opes might not be available for sele ase contact your regulatory represe	ee the submittal types that you would like to ction on this screen, because those Sites/Lo entatives	o select, please cli cations/Facilities	ose the window and double check if you have selected the correct. have not been formally registered by the authority in the master
If you do not see your facility, please co	ontact:	Facility Name:		Address:	Organization Name:		
For NDDES Municipal permits:				2505 Riverbend			
404-463-1511		Search					
For Title V permits: 404-363-7000		Select Page All					
For Scrap Tire, Brownfield, Lead-Based 404-656-7802	I Paint and Asbestos, and Trus	UGA CAP	IPUS TRANSIT	2505 Riverbend Rd , Athens , G	A 2505 Riverbend Rd. , Athens , GA	State- Registered	Select All
For Voluntary Remediation Program: 404-657-8600				30605	30602	(NPDES- SWI)	Industrial Stormwater (GAR050000) NOI / NEE
For UST Facilities: 404-362-2687		OK Close					
For Storm Water Construction, and Stor Please first search to see if facility alrea	rm Water Industrial: ady exists in the system.If you c	annot find it, click *	Create New	Facility" to register your faci	lity in the system. The facility data	that you enter	here will be available for you to copy during the NOI online form en

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CREATE						
For a public A username	c user to create a new user a e will be suggested to you w	ccount. (*) Denotes a required field. hen you enter your first and last name. You may o	hange the suggested username in the User	rName field below.		
Account	group: O Fee Payme	nt O Preparer Responsible Official				
Respo	nsible Official for Municipa	al Wastewater 🗌 Responsible Official for Titl	eV Responsible Offi	icial for SIP	t 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						
ROIOwner for Storm Water Construction 🗹 ROIOwner for Storm Water Industrial ROIOwner for Underground Storage Tank ROIOwner for Hazardous Waste Fee						
RO/Ow	vner for Hazardous Substa	nce Fee RO/Owner for Voluntary Re	mediation Program			
A	ed Facility List					
Associate	eu Facility List					
	Name	Mailing Address	Physical Location	Submittal Type	Source	Status
×	UGA CAMPUS TRANSIT	1 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	1 2505 Riverbend Rd. , Athens , GA 30602	2505 Riverbend Rd, Athens, GA, 30605	Industrial Stormwater (GAR050000) NOI / NEE	State-Registered Entity(NPDES-SWI)	Pending
Asso	ciate Facility					
The "A	Associate Facility" feat	are will allow you to become a Respons	ible Officer for those facilities you h	nave selected and be able to certify submitte	als for them.	
lf you	do not see your facility	, please contact:				
For NI 404-40	PDES Municipal permi 63-1511	ts:				
For Ti 404-36	tle V permits: 63-7000					
For So 404-6	crap Tire, Brownfield, L 56-7802	ead-Based Paint and Asbestos, and Tr	ust Fund:			
For Vo 404-6	oluntary Remediation F 57-8600	^o rogram:				
For U 404-3	ST Facilities: 62-2687					

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

ENVIRONMENTAL PROTECTION DIVISION
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.
Guestion 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? Marker: Answer: Where did you graduate from high school?
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7. There are two options for verifying the RO: 1) E-verify and 2) Electronic Subscriber Agreement (ESA). EPD encourages all ROs opt for the E-Verify option. This option reduces paperwork and allows greater flexibility when adding facilities. To E-Verify, you will need to enter your personal information NOT the facility information. You will be given 3 chances to get approved under E-Verify. If you do not get approved by the third attempt, you will be locked out of E-Verify and you will need to submit an ESA. If you are not approved after the first two attempts, please contact EPD IT (epd it@dnr.ga.gov) for assistance. If you are submitting an ESA, you need to complete the form for each facility and send them, by certified mail, to EPD IT at the address located in the upper right hand corner of the form. Once the ESA is processed, the facility will be activated and linked to your account.

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REATE ACCOUNT
r a public user to create a new user account. (*) Denotes a required field. 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.
sture Verification
ter 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 pro
Enter the characters you see (case sensitive; no spaces): SNBYPM ×
ntity 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 (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 is 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 Sy recommended for time sensitive submittals, such as applying for general permits or to expedite requests.
(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
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8. 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.

DEMPERSION OF NOTICEAL RESOLUCIÓN		P	assword / Security Setting		
EXTROXALENTAL PROTECTION DIVISION My Dashboard Submittal My Account			Change Password		
Start a New Submittal	Upcoming Submittal Obl		Password must have 8 character one digit number. * New Password:	s and at least one uppercase letter, one lowercase letter and Confirm New Password:	
Start New Application	You don't have Upcoming S	1	Establish Your PIN		
Submit Non-Permit Report	If you need to create new a	8	New PIN number must be at lea	ist 4 digits.	port, or N
Make Online Payment	Permits / Licenses		★ New Pin:	* Confirm New Pin:	
Message Center			Save		
Submittals	No items found. Please try :	L			
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No message need your attention.					
			GovOnline, Copyright @1	1994-2017 enfoTech & Consulting Inc. All rights reserved. Terms of Use Privacy Statement	

(2) ASSOCIATING A FACILITY AFTER A GEOS ACCOUNT HAS BEEN CREATED

1. To search for facilities, go to My Dashboard > My Account > Basic Information > Associate Facilities > Associate Facilities (Yellow Box Icon).

My Dashboard Submittal My Acco	punt			
Profile Management My	Account > Profile Management > Basic Information			
Profile Management Profile Management Basic Information Manage account information Password Manage your password Security Questions Change scurity questions/answers Manage Consultants and profile Manage Consultants and	Account > Profile Management > Basic Information General Information Address Information Asso You are registered as: * Account group: Fee Payment Prepari * Account type: Responsible Official for Municipal Wastewater RO/Owmer for Scrap Tire RO/Owmer for Storm Water Construction RO/Owmer for Hazardous Substance Fee Save Account	ciate Facilities Attachment	Identity Proofing Status: E-Verify ESA Responsible Official for SIP RO/Owner for Lead-Based Paint and Asbestos RO/Owner for Underground Storage Tank RO/Owner for EAF Fee Remitter	Opt-Out Invoice Payment Only RO/Owner for Trust Fund F RO/Owner for Hazardous V
Preparers	Associated Facility List You are Responsible Official for the following facilities. Associate Facility			

2. When searching for your facility, enter a partial address for the facility, and not the full address or facility. This will improve the chances of finding your facility.

Note: If the facility cannot be found, contact EPD.

3. Once the facility is found, confirm in the "Source" column that your facility has "Storm Water Industrial," which indicates 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 "Storm Water industrial" is not shown for your facility, contact EPD to update your facility.

GEOR	Search Fac	ility				
DEPARTMENT OF NATU						
My Dashboard Profile Management	Account t Please no assistance	ype determines the submittal types available, if you te that certain submittal types might not be availabl e, please contact your regulatory representatives	do not see the submittal types that le for selection on this screen, becau	t you would like to select, please close t use those Sites/Locations/Facilities have	ne window and d not been formal	ouble check if you have selected the correct account type. ly registered by the authority in the master database for use. For
Basic Informa Manage accou	Facility Na	ame: Address: 2505 Riverben	d			
Password Manage your p	Environm	ental Interest: Registered / No	on-registered:			
Change securit	Search					
questions/ansv	1 - 1 of 1 in	t Page All				
Manage Con						
Preparers	Select	Name	Physical Location	Mailling Address	Source	Submission Type
Preparers	Select	Name UGA CAMPUS TRANSIT(Storm Water Industrial)	Physical Location 2505 Riverbend Rd , Athens , GA 30605	Mailling Address 2505 Riverbend Rd. , Athens , GA 30602	Source State- Registered Entity(Storm Water Industrial)	Submission Type Constraint Constraint (CAR050000) Annual Report Industrial Stormwater (CAR050000) NOI / NEE
Preparers	Select	Name UGA CAMPUS TRANSIT(Storm Water Industrial) Close	Physical Location 2505 Riverbend Rd , Athens , GA 30605	Mailling Address 2505 Riverbend Rd. , Athens , GA 30602	Source State- Registered Entity(Storm Water Industrial)	Submission Type Complex: All Industrial Stormwater (GAR050000) Annual Report Industrial Stormwater (GAR050000) NOI / NEE
Preparers	Select	Nane UGA CAMPUS TRANSIT(Storm Water Industrial) Close	Physical Location 2505 Riverbend Rd , Athens , GA 30605	Hailing Address 2505 Riverbend Rd. , Athens , GA 30602	Source State- Registered Entity(Storm Water Industrial)	Submission Type Competent All Industrial Stormwater (GAR050000) Annual Report Industrial Stormwater (GAR050000) NOI / NEE
Preparers "	Select	Nane UGA CAMPUS TRANSIT(Storm Water Industrial) Close	Physical Location 2505 Riverbend Rd , Athens , GA 30805	Halling Address 2505 Riverbend Rd. , Abhens , GA 30602	Source State- Registered Entity(Storm Water Industrial)	Submission Type Consect All C

(3) FOR NEW FACILITIES NOT PREVIOUSLY COVERED UNDER THE PERMIT: FACILITY CREATION

4. If the facility was not covered under the 2012 Industrial General Permit (IGP), complete the facility information form (link below) and email to EPD. The facility information will be entered into EPD's database and will be available in GEOS within a few days. The RO will receive an email when the facility is available in GEOS.

Facility Information Form

5. Go to Section 1 to get a GEOS account setup and associate your facility.

(4) CREATING AN ACCOUNT AS A PREPARER

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

DEPARTMENT OF NATURAL RESOURCES	
NVIRONMENTAL PROTECTION DIVISION	
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 ch	ange 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 their facility association is approved by either e-Verify or an ESA. The RO finds and authorizes the preparer by their email.

DEAN GEORGIA DEPARTMENT OF NATURAL RESOURCES ENVIRONMENTAL PROTECTION DIVISION							Geo	rgia Department Online Per	of Natural R mitting & R	esources eporting
My Dashboard Submittal	My Account							Hello, Lane	🔞 Help	🗙 Logout
Profile Management	My Account >	Profile Mana	agement > Basic Information							
See Basic Information	General In	nformation	Address Information Associat	ed RO Attach	ment					
Manage account information	List of Ass	sociated ROs	, and allow to manage account associ	ation.						
Password Manage your password	Associat	ted RO List	1							
Security Questions	<u>1 - 2 of</u>	f 2 item(s)								
Change security	RO	Name	Facility	Permission	Application	Effective Date	Expiration Date	Status		
Manage Consultants and	Rory	Gilmore U	JGA CAMPUS TRANSIT 505 Riverbend Rd. Athens GA 30602	Prepare Only	Industrial Stormwater (GAR050000) Annual Report	05/05/2017		Active		
Preparers	Rory	Gilmore U	JGA CAMPUS TRANSIT 505 Riverbend Rd. Athens GA 30602	Prepare Only	Industrial Stormwater (GAR050000) NOI / NEE	05/05/2017		Active		

(5) ADDING A PREPARER

1. A RO can add a preparer to complete a NOI/NEE or an annual report. Before authorizing a preparer for your facility, the preparer needs to create a GEOS account.

Note: A Preparer can complete the forms, but only the RO can submit the forms to EPD. After the forms are completed by the Preparer, the RO can find the completed forms by selecting My Dashboard > Submittal > Edit Pending Submittals. The form can be identified by the Submittal ID.

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. Make sure the Expiration Date is reasonably far in the future as the system will lock out that user from the application after the date entered. You do not need to enter a date at this time if you are not certain.

DEM [®] GEORGIA DEPARTMENT OF NATURAL RESOURCE ENVIRONMENTAL PROTECTION DIVISIO	
My Dashboard Submittal	My Account
Profile Management Basic Information Manage account informat	Image: My Account > Profile Management > Manage Consultants and Preparers Consultant List Consultants List
Manage your password Manage your password Security Questions Change security questions/answers Manage Consultants a	No items found. Please try again. Add User
Preparers	

DEPARTMENT OF NATURAL RESOURCES	
My Dashboard Submittal M	y Account
Profile Management	My Account > Profile Management > Manage Consultants and Preparers Back to Consultant List
Manage account information Password Manage your password Security Questions Change security questions/answers	Add New Consultant Add New Consultant Consultant to submit an application on his behalf, the consultant needs to be registered first. Once the consultant is registered, the Owner enters the consultant's email addr Next, the Owner needs to assign the designated consultant's <u>authorized permission</u> as prepare only. A consultant only has the authority to fill out the application forms for the Owner. Once the designat acn then review the application and submit it. The Owner must also select the dates for which the authorization will be valid. Finally, the Owner must decide which applications this authorization will apply to by clicking on the 'Add Application Authorizations' button. After selecting the application(s) for which the consultant ha The Owner can always come back at a later time to edit the information here the pas entered.
Preparers Manage Consultants and Preparers	* Denotes a required field Consultant Information
	Effective Date 05/05/2017 Validate & Associate

3. Select the facilities and the forms that you want the preparer to access.

of Me GEORGIA			Applications Search					
EXTRONUCTAL PROTECTOR DIVISION My Dashboard Submittal My Account			Submittal Type:					
Profile Management	My Account > Profile Management > Manage Consultants	Chi 1 - 2 of	eck All 2 item(s)					
Co Basic Information	Eack to Consultant List		App Name	Туре	Permission	Facility	Notes	
Manage account information	😫 Lane Kim 😏 lanekim1950@gmail.com	~	Industrial Stormwater (GAR050000) Annual Report	Stormwater	Prepare Only	UGA CAMPUS TRANSIT		
Password Manage your password	For the Ourse to define the same that to schedule		Industrial Stormwater (GAR050000) NOI / NEE	Stormwater	Prepare Only	UGA CAMPUS TRANSIT		
Security Questions	Next the Owner needs to assign the designated cons							form th
Change security	can then review the application and submit it. The Own							
Manage Consultants and	Finally, the Owner must decide which applications thi							OK' or 'Ci
Preparers	The Owner can always come back at a later time to en							
	* Denotes a required field							
	Consultant Information							
	* Effective Date Expiration Date							
	05/05/2017							
	Save Email Notify							
	Authorized Submittal Types							
	No items found. Please try again.							
	Add Authorizations							
		ОК	Cancel					
			Govornine,	сорунунского Те	rms of Use Privacy Statement	vi ngriis reservea.		

(6) <u>RENEWING THE NOI</u>

- This is for facilities that were previously covered under the 2012 Industrial General Permit (2012 IGP). Once your
 facility is activated and linked to your account, you will see the permit on the main account page (Dashboard). If
 you do not see your facility on the dashboard once you associate, please call one of the EPD contacts listed at the
 end of this guide.
- 2. Select "Action" and then, select "Renewal." Complete/Edit the NOI form and submit.

EXCHANGE AND			Request Action on Permit Reason for Application:	
Start a New Submittal Start New Application Submit Non-Permit Report Make Online Payment	You don't have If you need to a	mittal Obligat • Upcoming Subm create new applic	Renewal Modification Termination	t Report, o
	Marmits / Licen	ses		
Message Center	1 - 1 of 1 item(s)		fa-the	Overanticle
E Submittals	-		ғасшқу	Owner Into.
 0 Recent Email(s) for submitted submittals. 0 Payment due submittals. 	Action	UGA CAMPUS TRA 2505 2505 Riverb	NKSTT end Rd, Athens, Clarke, GA 30605	2
Permits/Licenses				
No message need your attention.				
			GovOnline, Copyright ©1994-2017 enfoTech & Consulting Inc. All rights Terms of Use Privacy Statement	reserved.

- 3. After the NOI form has been submitted, the form will be reviewed by EPD.
 - a. If approved, the RO will get an email from GEOS of the approval.
 - b. The form may have comments that need to be addressed. The RO will be email by GEOS that the form was returned with comments. The form that is sent back can be found in Submittal > Edit Pending Submittals. The returned form will be highlighted in red. Select the notepad and pencil icon to see the comments and make the revisions requested by EPD. Since the comments cannot be seen when you go to the next page to make the revisions, copy and paste the comments onto notepad or a wordpad document so you can access the comments as you make the revisions.

(7) SUBMITTING A NEW NOI/NEE FOR A NEW FACILITY

1. To begin submitting a NOI/NEE for a new facility, go to Submittal > Start a New Submittal > Start, and fill out the form in the same manner as explained for an existing facility.

My Dashboard Submittal M	Ay Account	
Open Submittals	Submittal > Open Submittals > Start a New Submittal	
Start a New Submittal Apply new Submittal	Click the "Start" button to begin creating your application/report. You can save a draft of your application/report at any time for future submission.	
My Favorite Submittals	Category: Permit/License V Keyword: (example: construction, air, water, and land etc.)	
My favorite Submittais list	Department: (All) V Program: (All) Submittal Type: (All)	Search
Edit Pending Submittals Edit unfinished Submittals		<u>Submittal ty</u>
Submitted Submittals	NPDES Department Submittal Type List	
Track Submitted	Total 2 items	
Monitor submitted submittals		
Manage Permits/Certs.		
Correspondence Msg Monitor correspondence Msg	Industrial Stormwater	
Email History	(GAR050000) Annual Report (GAR050000) NOI / NEE	
Submittals		
Link Paper Submission	1 🖤 🔁 Start 1 🗊 🖤 🔁 Start	
LINK Paper Submission		
Search Public Submittal Search Public Submittal		

- 2. After the NOI form has been submitted to EPD, we will review the form.
 - c. If approved, the RO will get an email from GEOS of the approval.
 - d. If EPD provided comments on the submittal that need to be addressed, the RO will receive an email from GEOS that the form was returned with comments. The form that is sent back can be found in Submittal > Edit Pending Submittals. The returned form will be highlighted in red. Select the notepad and pencil icon to see the comments and make the revisions. Since the comments cannot be seen when you go to the next page to make the revisions, copy and paste the comments onto notepad or a word document so you can access the comments as you make the revisions.

(8) SUBMITTING AN ANNUAL REPORT

Note: Before submitting an annual report, EPD must approve the NOI. If you find EPD has not approved or returned your NOI for edits, please contact one of the EPD staff listed at the end of this Guide.

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

DEPARTMENT OF NATURAL RESOURCES					
My Dashboard Submittal N	/ly Account				
Open Submittals	Submittal > Open Submittals > Start a Click the "Start" button to begin creat	New Submittal	t		
Start a New Submittal Apply new Submittal	You can save a draft of your applicatio	n/report at any time for fu	ture submission.		
My Favorite Submittals	Category: Permit/License V Ke	yword:			(example: construction, air, water, and land etc.)
Edit Pending Submittals	Department: (All) Progra	am: (All)	Submittal Type: (/	(II)	Search
Submitted Submittals	NPDES Department Submittal T	ype List			
Track Submitted	Total 2 items				
Submittals Monitor submitted submittals		-			
Manage Permits/Certs.					
Monitor correspondence Msg	Industrial Stormwater (GAR050000) Annual Report	Industrial Storm (GAR050000) NO	water I / NEE		
Email History Track emails for submitted submittals	Start	0.9.7	Start		
Link Paper Submission	1				
Search Public Submittal Search Public Submittal					
	1				GovOnline, Copyright ©1994-2017 enfoTech & Consulting Inc. All rights reserved. Terms of Use Privacy Statement

2. In the "Facility/Property" section of the form, 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.

DEPARTMENT OF NATURAL RESOLUCIES					
My Dashboard Submittal My A	Account				
Wizard Panel	Submittal > Wizard Panel > Annual R	port AR - Version 2012		025)	
Data Entry To fill in all Data Entry Forms	Please fill out the form below.	PERSION 2012 (SU	JEMITTAL ID: 48	035)	
Annual Report AR - Version 2012	Industrial Stormwater (GAF	050000) Annual Report			
2 Attachment To upload or mail in all required documentations	Instructions: Complete with the schedule prov request (or similar ser	the following annual r ided in Part 7.2 of the 2 rice) to the Non-Point S	eport using the recor 017 IGP. This form m iource Program, Stor	ds compiled ust be comp m Water Unit	for NPDES General Permit GAR050000 (2017 IGP), effective on June 1, 2017. All facilities liefed and properly certified in accordance with Appendix B of the 2017 IGP, and submitt F, EPD Watershed Protection Branch, 2 Martin Luther King Jr. Dr. SE, Suite 1462 East, Atl
To validation To validate all required data and documentations	▲ Facility/Property: UGA CAMPUS TRANSIT (Rory Gilmore)				
4 Submission To submit	Mailing Address 1: 2505 Riverbend Rd.		Mailing Address 2:		
	County: Clarke	City: Athens	State:	Zip: 30602	
	Facility/Property Address 1 2505 2505 Riverbend	Rd	Facility/Property Add	Iress 2:	
	County: Clarke	City: Athens	State: GA 🔽	Zip: 30605	
	★ Report for reporting y	ar:			
	Effective NOI:	Get NOI/NEE Informat	lion		
	* Primary SIC Code:	* Sector(s):	Subsector(s):		
	2. Name, title and teleph * Name:	one number of Storm W * Title:	ater Pollution Preven	ntion Team L	eader:

- 3. When the annual report form is started, the form is saved and can be opened by selecting Submittal > Edit Pending Submittals.
- 4. After the annual report has been submitted, the report will be reviewed by EPD.
 - a. If approved, the RO will receive an email from GEOS of the approval.
 - b. If EPD provided comments on that need to be addressed on the annual report, the RO will receive an email from GEOS that the annual report was returned with comments. The annual report that is returned can be found in Submittal > Edit Pending Submittals. The returned form will be highlighted in red. Select the notepad and pencil icon to see the comments and make the revisions requested by EPD. Since the comments cannot be seen when you go to the next page to make the revisions on the form, copy and paste the comments onto a notepad or wordpad document so you can assess the comments as you make the revisions.
- 5. To submit sampling results, use the provided Excel file located in the "Attachment" page of the form. This Excel file can also be found on the Georgia EPD Industrial Stormwater website (<u>http://epd.georgia.gov/npdes-industrial-storm-water-general-permits</u>). On the next section of the annual report, upload the Excel file.

EN ^O GEORGIA DEPARTMENT OF NATURAL RESOURCES	
MIRONMENTAL PROTECTION DIVISION My Dashboard Submittal N	Ay Account
Wizard Panel	Submittal > Wizard Panel > Attachment
	ATTACHMENT (SUBMITTAL ID: 48035)
To fill in all Data Entry Forms	To include your attachment(s), click on the "Upload" button and follow the instructions to upload.
Annual Report AR - Version	"Upload" button can be clicked multiple times to attach multiple files under each category.
2012	These file types are accepted by the system:
2 Attachment To upload or mail in all	 prf, doc, doc, bt, xis, xis, cos jpeg, jpg, bmp, png, gif xmi
required documentations	The maximum file size that may be uploaded is 50MB.
3 Validation To validate all required data and documentations	Attachment
Cubmission	The maximum file size allowed is 1M. Please make sure the file you want to upload is smaller than 1M.
To submit	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 Wales Benchmark sampling, upload a copy of the Excet spreadsheet provided by the link in the Armual Report Form. Upload (Please upload one file at a time. Repeat the Upload process if you have multiple files.)
	Attachment description:
	✓
	Sampling Results Spreadsheet (Optional) Online O Mail O Other O N/A
	Upload (Please upload one file at a time. Repeat the Upload process if you have multiple files.)
	Attachment description:
	Y
	Exit Save Previous Next

(9) TRANSFERRING A FACILITY FROM ONE RO TO ANOTHER RO

1. If the original RO (RO1) is transferring responsibilities to a new RO (RO2), the RO2 will need to create an account and associate with the facility.

Note: Before transferring the RO status for the facility, the RO1 should not have any pending submittals or any submitted submittals for review or the forms will be lost. If there is a Preparer, notify Preparer to delete any pending submittals or call EPD to assist in transferring them to the new RO. The RO2 will need to authorize the Preparer for the facility under the RO2's account since the previous RO account will be deactivated.

2. The RO2 will go to My Dashboard > My Account > Basic Information > Associate Facilities and select "Click here to replace existing RO."

Source	Status	Action
State-Registered Entity(NPDES,NPDES)	Active	RO already exists for this facility and submittal type. Click here to replace existing RO.
State-Registered Entity(NPDES,NPDES)	Active	RO already exists for this facility and submittal type. Click here to replace existing RO.
State-Registered Entity(CAA)	Active	You are the only RO for this facility and submittal type.
State-Registered Entity(CAA)	Active	You are the only RO for this facility and submittal type.

3. The RO2 will need to enter RO's email address to transfer RO status for the facility. This will need to be done for both "Industrial Stormwater Annual Report" and "Industrial Stormwater NOI/NEE."

(10) **<u>TERMINTATING A FACILITY</u>**

Note: See Part 1.4 of the Permit on when to terminate a facility. A facility needs to have an approved NOI/NEE for the 2017 Industrial General Permit (2017 IGP) on GEOS before being able to terminate a facility. If the facility was terminated before the reissuance of the 2017 IGP (June 01, 2017), a paper copy of the Notice of Termination can be submitted. Contact EPD for the form.

1. To terminate a facility, select the "Action" icon next to the facility on My Dashboard, select "Termination" and complete the form.

BENEFICIAL BUNKESS BENEFICIAL BUNKESS EXTROMETISE PROTECTION DISISION UN Dashbarret Subviolated Mr. Account			Request Action on Permit Reason for Application:	
Start a New Submittal Start New Application Submit Non-Permit Report Make Online Payment	Upcoming Subr	nittal Obligat Upcoming Subm reate new applic,	Renewal Modification Termination Ctose OK	t Report, o
	Marmits / Licens	ses		
Message Center	1 - 1 of 1 item(s)		Facility	Owner Info.
 Submittals 0 Recent Email(s) for submitted submittals. 	Action	UGA CAMPUS TRJ 2505 2505 Riverb	ANSIT end Rd, Athens, Clarke, GA 30605	2
0 Payment due submittals. • Permits/Licenses				
No message need your attention.				
			GovOnline, Copyright ©1994-2017 enfoTech & Consulting Inc. All rights Terms of Use Privacy Statement	reserved.

(11) <u>CONTACT INFORMATION</u>

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

Dan Loudermilk Environmental Engineer Dan.loudermilk@dnr.ga.gov

Andrea Wahl Environmental Specialist Andrea.wahl@dnr.ga.gov

Grey Won Environmental Specialist Grey.won@dnr.ga.gov

EPD-IT EPD_IT@dnr.ga.gov