**Instructions:** This form should be completed and included with any **paper** document submitted to the Response and Remediation Program that is greater than 25 pages in length or that contains paper sizes larger than 11”x17”. **NOTE**: **We are no longer accepting physical copies of Brownfield and Voluntary Remediation Program submittals; see attached GEOS submittal instructions.** In addition, physical copies of HSRA Release Notifications are no longer required. This form is not needed for documents submitted electronically. **If you are unsure of how or where to submit your document, please contact your project officer.**

|  |  |
| --- | --- |
| Name of Document: | Click here to enter text. |
| Date of Document: | Click here to enter text. |
| Site Name: | Click here to enter text. |
| Site ID Number: | Click here to enter text. Enter “NA” if not applicable. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Document Submittal Checklist. Please certify that the submittal includes the following by checking each box as appropriate. Item 3 should be checked / included / certified for each CD submittal. | | | | |
|  | 1. For **HSI sites**, **two** compact discs (CD), containing an electronic copy of the document as a single, searchable, Portable Document Format (PDF) file, and **one** paper copy of the document (**double-sided, 3-hole punch and ACCO/ECO binders preferred; 3-ring binders are discouraged**) | | | |
|  | 2. For **Release Notifications**, email the document to [Bo.Noakes@dnr.ga.gov](mailto:Bo.Noakes@dnr.ga.gov) (preferred) or submit **one** CD to EPD. **NOTE: DO NOT PASSWORD PROTECT THE PDFs**. | | | |
|  | 3. The CD copies are complete, virus free, and identical to the paper copy except as described in Item 4 below. CDs should be labeled at a minimum with the following: 1) Name of Document, 2) Date of Document, 3) Site Name, and 4) Site Number (if applicable). Any scanned images should have a resolution of at least 300 dpi and should be in color if applicable. | | | |
|  | 4. (Preferred) To reduce the size of the paper copy, certain voluminous information has been omitted from the paper copy and is included only with the electronic copies: | | | |
|  |  | laboratory data sheets |  | manifests |
|  |  | other: Click here to enter text.  appendices: Click here to enter text. | | |

|  |  |  |
| --- | --- | --- |
| I certify that the information I am submitting is, to the best of my knowledge and belief, true, accurate, and complete. | | Receipt Date  (for EPD use only) |
| Signature: |  |  |
| Name (printed): | Click here to enter text. |  |
| Date: | Click here to enter a date. |  |
| Organization: | Click here to enter text. |  |
| Phone: | Click here to enter text. |  |
| Email: | Click here to enter text. |  |

**Brownfield and VRP electronic submittal instructions for GEOS**

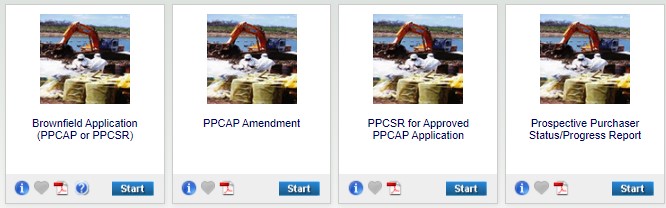
The Georgia EPD Online System ([GEOS](https://geos.epd.georgia.gov/GA/GEOS/Public/GovEnt/Shared/Pages/Main/Login.aspx)) is a web-based portal for document submittal that can be accessed by the public here: <https://geos.epd.georgia.gov/GA/GEOS/Public/GovEnt/Shared/Pages/Main/Login.aspx>. Instructions on how to create accounts, link to a facility, upload documents, and more can be found via the [training link](https://epd.georgia.gov/forms-permits/eservices/geos-training-and-technical-assistance) at the bottom of the GEOS page.

All Brownfield and Voluntary Remediation Program (VRP) documents must be submitted electronically via GEOS except for the following documents, which should **NEVER** be uploaded via GEOS.

* Draft Documents – submit via email. Examples include env. covenants and monitoring and maintenance plans
* Executed Consent Orders and Executed Environmental Covenants – submit via hard copy original
* Cost Certifications – submit via email
* Financial Assurance – submit via hard copy original

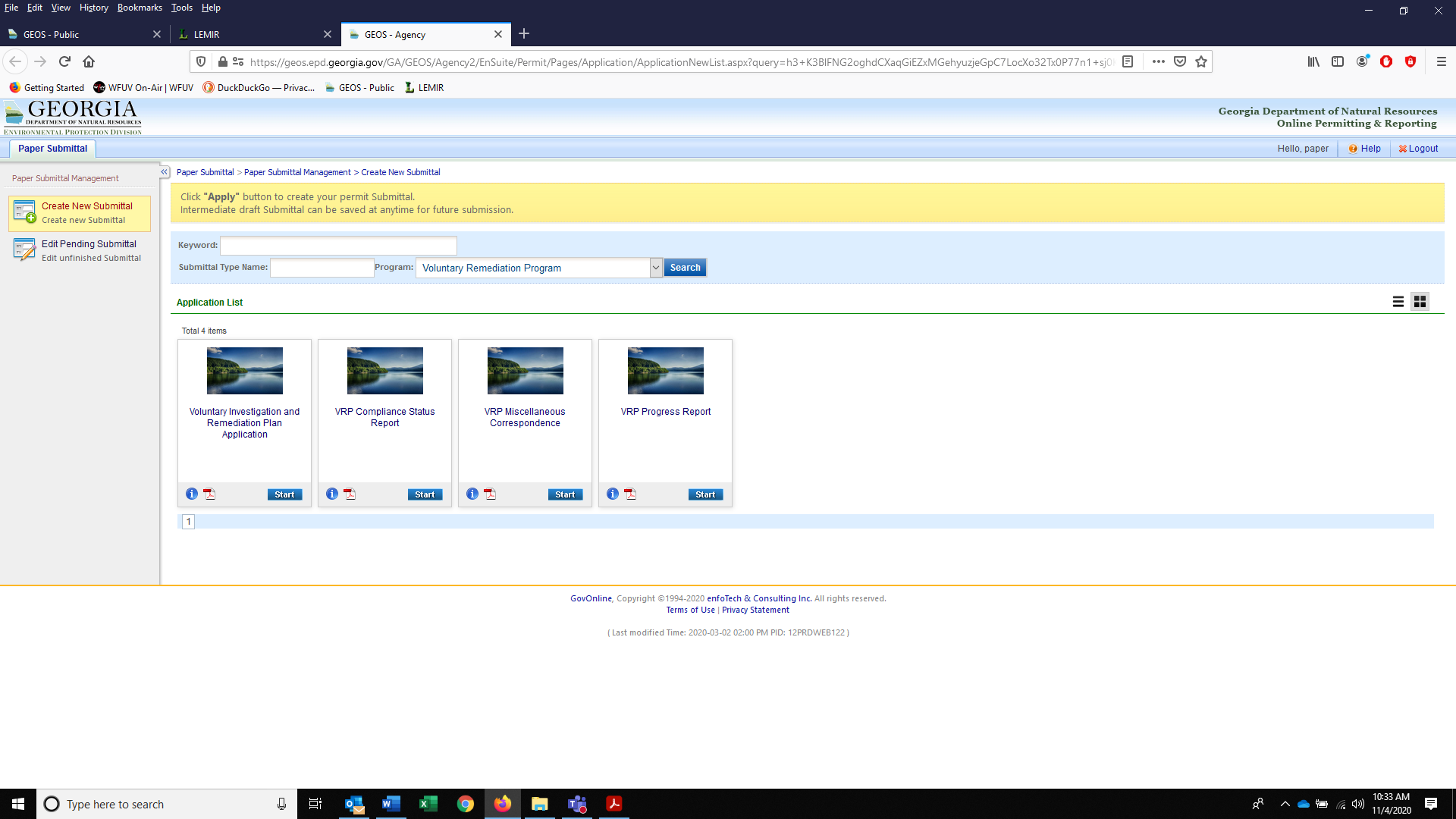
|  |
| --- |
| If you are unsure of how or where to submit your document, please contact your project officer. **All documents submitted in GEOS and retained in EPD’s internal document management system are subject to Georgia Open Records Act requests.** This may include submittals that have been rejected. If there is sensitive information in a document that should not be made public, **DO NOT** upload the document to GEOS, but contact your EPD POC. |

**Brownfield Program Submittal Options in GEOS:**



* **Brownfield Application (PPCAP or PPCSR)**: For applications that are submitted as a prospective purchaser corrective action plan (PPCAP) or a prospective purchaser compliance status report (PPCSR).
* **PPCAP Amendment**: Corrective action plan amendments for a previously submitted application.
* **PPCSR for Approved PPCAP Application**: Compliance status reports for previously approved PPCAPS.
* **Prospective Purchaser Status/Progress Report:** All other Brownfield correspondence should be submitted here, EXCEPT Cost Certifications and other items referenced above.

**Voluntary Remediation Program Submittal Options in GEOS:**



* **Voluntary Investigation and Remediation Plan Application**: VRP Applications should be submitted here.
* **VRP Compliance Status Report**: compliance status reports (CSR) should be submitted here. Contact your project officer if you are ready to submit a CSR and you do not have a dashboard option.
* **VRP Progress Report**: Progress reports should be submitted here. Contact your project officer if you are ready to submit a progress report and you do not have a dashboard option.
* **VRP Miscellaneous Correspondence**: Submit all other correspondence here. DO NOT submit a CSR or a Progress Report in this category, it will be rejected.