UST Registration Guide for Tank Owners with a Preparer

This guide should be used when someone other than the Tank Owner is preparing the tank registration form (for example, the Lessee/Tenant, Consultant, or A/B Operator). If the Tank Owner is preparing and submitting the form themselves, please see the instruction guide called “UST Registration Guide for Tank Owners (no preparer involved).”

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Disclaimer: GEOS was designed to work best in Internet Explorer Web Browser version 8 and later.
Section 1 - Tank Owner Creates a Responsible Official (R.O.) Account

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

Step 1.1 (Tank Owner): Go to [geos.epd.georgia.gov/GA/GEOS/Public](http://geos.epd.georgia.gov/GA/GEOS/Public) and click “Create a New Account”.

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”.

Step 1.2 (Tank Owner): Enter tank owner contact information. Click Next.
Section 1 - Tank Owner Creates a Responsible Official (R.O.) Account

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

**Helpful Hints:**

- If you have multiple permits with EPD, you may select other RO options (e.g. Scrap Tire).

Step 1.4 (Tank Owner): Answer the security questions then click “Next”.

**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 (Tank Owner):** Enter the characters you see and click “Proceed with e-Verify”.

**Step 1.5a (Tank Owner):** 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
Section 1 - Tank Owner Creates a Responsible Official (R.O.) Account

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

![Image of successful e-Verify screen]

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 assigning a Preparer and submitting the Tank Registration Form.

![Image of failed e-Verify screen]

Step 1.5c (Tank Owner): Next, click “Back to Login” and it will take you back to the Home Screen.

![Image of Home Screen]

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

Step 1.6 (Tank Owner): An email will be sent to you from GovOnline@govonlinesaas.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 (Tank Owner): 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 (Tank Owner): Once you log back in the system will ask you to create a new Password and a PIN number.

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 (Tank Owner):** Go to [geos.epd.georgia.gov/GA/GEOS/Public](geos.epd.georgia.gov/GA/GEOS/Public) and Log In using your username and password. Click “My Account” and “Basic Information”

**Step 2.2 (Tank Owner):** Click “Associate Facilities”
Section 2 - Tank Owner Associates UST Facility(ies) and UST Registration Form(s)

Step 2.3 (Tank Owner): Click “Associate Facility” button

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

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 (Tank Owner):** 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 (Tank Owner):** Review your information, if the **Submittal Type** says “UST – Storage Tank Registration Form” and the **Status** says “Active” you may proceed to Section 4. If the **Status** says “Pending” or if you selected “Proceed with ESA Option”, please see the following page.

If you selected “Proceed with ESA Option” in Step 1.5, please see next page.
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 4.
3. **Preparer Creates a “Preparer” Account**

**Step 3.1 (Preparer):** Go to [geos.epd.georgia.gov/GA/GEOS/Public](http://geos.epd.georgia.gov/GA/GEOS/Public) and click “Create a New Account”

**Step 3.2 (Preparer):** Enter the “Preparer” (e.g. Consultant or Operator) information and click “Next”

**Helpful Hints:**

- 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.
Section 3 - Preparer Creates a “Preparer” Account

**Step 3.3 (Preparer):** Select the “Preparer” in the account group list and click the checkbox next to “Preparer”. Click “Next”.

**Step 3.4 (Preparer):** Fill out the security questions then click “Next”.

**Step 3.5 (Preparer):** To finish creating your account, enter the characters you see then click “Create Account”.

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**Helpful Hints**

- Write down your answers, you will need them later
- Answers are case sensitive
Section 3 - Preparer Creates a “Preparer” Account

Step 3.6 (Preparer): Inform the Tank Owner to assign you to their R.O. account. Next, click “Back to Login” and it will take you back to the Home Screen.

Step 3.7 (Preparer): An email will be sent to you from GovOnline@govonlinesaas.com with your username and temporary password.

Step 3.8 (Preparer): Go to geos.epd.georgia.gov/GA/GEOS/Public and Log In using the “Preparer” username and password provided in the email you received.

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.
Section 3 - Preparer Creates a “Preparer” Account

**Step 3.9 (Preparer):** Once you log back in you will create a new password and a PIN number.

![Password / Security Settings](image)

**Helpful Hints:**
- Write down your **Password**, you will need it later.
- Write down your **PIN**, you will need it later.

**Step 3.10 (Preparer):** After the Tank Owner (RO) adds you as their Preparer, you may log in to GEOS to submit the UST Tank Registration Form for each facility you are a Preparer for (see page 19).
4. **Tank Owner Assigns the Preparer to Complete the Tank Registration**

**Step 4.1 (Tank Owner):** Go to [https://geos.epd.georgia.gov/GA/GEOS/Public](https://geos.epd.georgia.gov/GA/GEOS/Public) enter your user name and password and click “Login”.

**Step 4.2 (Tank Owner):** Click “My Account” and “Manage Consultants and Preparers”
Section 4 - Tank Owner Assigns the Preparer to Complete the Tank Registration

**Step 4.3 (Tank Owner):** Click “Add User”.

**Step 4.4 (Tank Owner):** Enter the email address the Preparer used to create their account and today's date.

**Step 4.5 (Tank Owner):** Click “Add Authorizations”.

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Section 4 - Tank Owner Assigns the Preparer to Complete the Tank Registration

**Step 4.6 (Tank Owner):** Select “UST- Storage Tank Registration Form”, “Prepare Only”, and the applicable facilities. Then click “OK”.

**Step 4.7 (Tank Owner):** After clicking OK, it should look similar to this:
Section 4 - Tank Owner Assigns the Preparer to Complete the Tank Registration

**Step 4.8 (Tank Owner):** Now the Preparer can complete the registration form. After the Preparer completes the registration form, the R.O. will receive an email similar to that shown below and can proceed to Section 6.

```plaintext
Dear Makiah Graves:

The Preparer Holly Nelson has prepared the following Application, and is ready for review and submittal.
Application ID: 65890
Application Name: UST - Storage Tank Registration Form

Thank you for using the Georgia EPD GEOS System!
If you have any questions, please contact GEOS System help center.

Regards,
Georgia EPD GEOS System
```
5. **PreparerCompletes the Tank Registration Form**

**Step 5.1 (Preparer):** Log in to GEOS using Preparer login info, Go to “My Dashboard” and click “Start New Application”

![My Dashboard](image)

**Step 5.2 (Preparer):** 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 or submittal type did not Associate properly.
- Refer to Section 2 (page 7) for instructions on associating your facility and registration form.
Section 5 - Preparer Completes the Tank Registration Form

Step 5.3 (Preparer): Click “Next” to start your application.

Step 5.4 (Preparer): Select “Annual Renewal”, there are 8 parts that you need to complete.

Helpful Hints:

- 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 5 - Preparer Completes the Tank Registration Form

**Step 5.5 (Part 1) - Preparer:** Answer the following questions for the facility you are registering.

**Step 5.5 (Part 2) - Preparer:** Select the R.O.’s facility from the drop down menu.

**Helpful Hints:**

- Once you select the 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

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<table>
<thead>
<tr>
<th>Name</th>
<th>Mailing Address</th>
<th>Physical Location</th>
<th>Submittal Type</th>
<th>Source</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>WCEN COLUMBUS</td>
<td>3000 SCHULTZLA RD COLUMBUS, GA 31905</td>
<td>3000 SCHULTZLA RD COLUMBUS, GA 31907</td>
<td>UST - Storage Tank Registration Form</td>
<td>UST Program</td>
<td>Active</td>
</tr>
</tbody>
</table>

**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.
Step 5.5 (Part 3) - Preparer: 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](http://www1.gadnr.org/dnr/ustform/app)
- If you have multiple A Operators, click “Add New Record”.

Step 5.5 (Part 4) - Preparer: If your Operator B is the same as you’re Operator A, click the “Same as above” box. Otherwise, click “Add New Record”.

Step 5.5 (Part 5) - Preparer: Click “Search”.

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**PART 3: Operator of Tanks - Class A Certified**

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Contact</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Email</th>
<th>Phone</th>
<th>Certificate Number</th>
<th>Certificate Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>UGA</td>
<td>Mark Smit</td>
<td>1269 Godfrey Rd</td>
<td>Eatont</td>
<td>GA</td>
<td>31024</td>
<td>ms@gsmx</td>
<td>770-234-50</td>
<td>A1234567</td>
<td>8/1/2012</td>
</tr>
</tbody>
</table>

**PART 4: Operator of Tanks - Class B Certified**

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Contact</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Email</th>
<th>Phone</th>
<th>Certificate Number</th>
<th>Certificate Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>UGA</td>
<td>Mark Smit</td>
<td>1269 Godfrey Rd</td>
<td>Eatont</td>
<td>GA</td>
<td>31024</td>
<td>ms@gsmx</td>
<td>770-234-50</td>
<td>A1234567</td>
<td>8/1/2012</td>
</tr>
</tbody>
</table>

**PART 5: Location of Tanks**

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

- Tank Location Type:
- Tank Location Name:
- Location Identifier: (Location Identifier is the same as your UST Facility ID)
- Tank Location Address:
  - City:
  - State: GA
  - Zip: }
Section 5 - Preparer Completes the Tank Registration Form

**Step 5.5 (Part 5, Continued) - Preparer:** 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 Identifier: 911700](image)

Step 5.5 (Part 5, Continued) - Preparer: Locate your facility and click “Select” then click “Add to Form”

**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.
Section 5 - Preparer Completes the Tank Registration Form

Step 5.5 (Part 5, Continued) - Preparer: After clicking “Add to Form” the information shown below will be populated automatically. Click “Next”.

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](http://www1.gadnr.org/dnr/ustform/app)

Step 5.5 (Part 6) - Preparer: Identify the Financial Responsibility Mechanism you have chosen pay for an environmental cleanup 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](http://www1.gadnr.org/dnr/ustform/app)
- If there is no applicable mechanism policy date or ID number, enter “NA”

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.
Section 5 - Preparer Completes the Tank Registration Form

Step 5.5 (Part 7) - Preparer: Click “Add New Record”, fill out the jobber information then click the green check to save the data.

![Jobber Information Table]

**Helpful Hints:**

- The jobber is who delivers the fuel
- If the R.O. has more than one jobber, click “Add New Record” and the green check mark until all jobbers are added.

Step 5.5 (Part 8) - Preparer: You may review the installed tanks and piping detail by clicking the icon. Once complete; click “Next”.

![Unit ID Table]

**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 5 - Preparer Completes the Tank Registration Form

**Step 5.6 (Preparer):** If you filled out the required information you’ll see ✔️ green checks. If errors have occurred you will see a red x.

**Step 5.7 (Preparer):** Check the box certifying the submission. Answer the Security Question and provide your PIN. Click “Notify Owner ready for review and submittal”. The RO will receive an email where they will review and submit the form.
Section 5 - Preparer Completes the Tank Registration Form

**Step 5.8 (Preparer):** Your confirmation sheet will look similar to the one below. Click “Go to Submitted List”.

![Image of a confirmation sheet]

Helper Hints:
- Print this page for your records

**Step 5.9 (Preparer):** View your registration status under Submittal List. “Complete Submittal” indicates the form has been successfully submitted. “Partial Submittal” indicates the form is not complete.

![Image of a screenshot from a webpage showing the submission status]
6. **R.O. Submits the Tank Registration Form and Prints Certificate**

**Step 6.1 (Tank Owner):** Log into GEOS using R.O. login information, click on "Submittal tab", and select "Edit Pending Submittals".

**Step 6.2 (Tank Owner):** Select the button to view the form.

**Step 6.3 (Tank Owner):** Click “Next”
Section 6 - R.O. Submits the Tank Registration Form and Prints Certificate

Step 6.4 (Tank Owner): Review the information on each page and click “Next” at the bottom of each page until done.

Step 6.5 (Tank Owner): Check the box to certify the submission, answer your security question, enter your PIN, and click “Submit”.

Step 6.6 (Tank Owner or Preparer): Once the application is approved it will appear on the R.O.’s and the Preparer’s “Dashboard” in GEOS under “Permits/Licenses”. Click the PDF icon to print the Tank Registration Certificate and post it at the UST facility. **Congratulations, you have completed Annual Tank Registration!**
Section 6 - R.O. Submits the Tank Registration Form and Prints Certificate