UST Registration Guide for Tank Owners (no preparer involved)

This guide should be used when the Tank Owner is the person preparing and submitting the Tank Registration. If someone other than the Tank Owner is preparing the registration, please see the instruction guide called “UST Registration Guide for Tank Owners with a Preparer”

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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: In your browser, navigate to geos.epd.georgia.gov/GA/GEOS/Public and click “Create a New Account”.

![Screenshot of the GEOS website]

Step 1.2: Enter the “Responsible Official (RO)” (Tank Owner) contact information. Click Next.

![Screenshot of the GEOS account creation form]

**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”.

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

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

### Helpul Hints:

- The **tank owner** is the “Responsible Official (RO)”
- If you have multiple permits with EPD, you may select other RO options (e.g. Scrap Tire).

**Step 1.4:** Answer the security questions then click “Next”.

### Helpul 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: Enter the characters you see and click “Proceed with e-Verify”

Step 1.5a: 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:** If e-Verify was successful, you will see the screen below. Click “OK”

![Screen with OK button highlighted]

**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 submitting the Tank Registration Form in Section 3.

**Step 1.5c:** Next, click “Back to Login” and it will take you back to the Home Screen

![Back to Login button highlighted]
Section 1 - Tank Owner Creates a Responsible Official (R.O.) Account

**Step 1.6:** An email will be sent to you from GovOnline@govonlinesaas.com with a username and temporary password

```
Dear Bill Smith:

Your login name is: bsmith
Your password is: H6biplxGx

Upon login, you can go to “My Account” -> “Password / PIN” to customize your password into something that will be easier for you to remember.

Thank you for using the Georgia EPD GEOS System!

If you have any questions, please do not hesitate to contact the GEOS System help center.

Regards,

Georgia EPD GEOS System
```

<table>
<thead>
<tr>
<th>Helpful Hints:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ If you don’t receive an email, check your junk mail.</td>
</tr>
<tr>
<td>✓ If you don’t see an email in your junk email folder, contact your IT department.</td>
</tr>
</tbody>
</table>

**Step 1.7:** Go to geos.epd.georgia.gov/GA/GEOS/Public and Log In using the username and password provided in the email you received.

```
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 substrates online.
- Apply environmental permits, certificates, licenses and other environmental assurances online.

Facility/Public Login

User Name
Password
Login

System User Guide
Create a new account
Forgot your login user name or password?
```

**Step 1.8:** Once you log back in, the system will ask you to create a new Password and a PIN number.

```
Password / Security Settings

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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</tr>
</tbody>
</table>
2. **Tank Owner Associates UST Facility(ies) and UST Registration Form(s)**

**Step 2.1.** Go to [geos.epd.georgia.gov/GA/GEOS/Public](http://geos.epd.georgia.gov/GA/GEOS/Public) and Log In using your username and password. Click “My Account” and “Basic Information”

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

**Step 2.3.** Click “Associate Facility” button

![Create Account Screen](image)

**Step 2.4.** Fill out the “Address”, “Environmental Interest”, “Registered/Non-registered” boxes and click “Search”.

![Search Facility Screen](image)

**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
Step 2.5. 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. Review your information, if the “Submittal Type” says “UST – Storage Tank Registration Form” and the “Status” column says “Active” you may proceed to Section 3. 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 3.
Section 3 - Tank Owner Submits Tank Registration Form(s) and Prints Certificate(s)

3. **Tank Owner Submits Tank Registration Form(s) and Prints Certificate(s)**

**Step 3.1:** Once logged in to GEOS [geos.epd.georgia.gov/GA/GEOS/Public](geos.epd.georgia.gov/GA/GEOS/Public), Go to “My Dashboard” and click “Start New Application”

![My Dashboard](image)

**Step 3.2:** 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 did not Associate properly
✓ Refer to page 7 (Section 2) for instructions on associating your facility
```
Section 3 - Tank Owner Submits Tank Registration Form(s) and Prints Certificate(s)

**Step 3.3:** Click “Next” to start your application.

![Image of application form]

**Step 3.4:** Select “Annual Renewal”, there are 8 parts that you need to complete.

![Image of registration form]

**Helpful Hint:**
- 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 3 - Tank Owner Submits Tank Registration Form(s) and Prints Certificate(s)

**Step 3.5 (Part 1):** Answer the following questions for the facility you are registering.

```
PART 1

- Have you had any Underground Storage Tanks (USTs) or Lines (Piping installed/replace since last registration)?  Yes  No
- Have you had any Underground Storage Tanks (USTs) dispensers installed/replaced since last registration?  Yes  No
- Are you bringing any temporary out of use tanks back into service?  Yes  No
- Is spill prevention operationally functional?  Yes  No
- Is overfill prevention operationally functional?  Yes  No
- Is every Bare Steel tank(s) and/or Pipe(s) provided with Corrosion Protection?  Yes  No  No bare steel tanks
```

**Step 3.5 (Part 2):** Select your facility from the drop down menu.

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**Helpful Hints:**
- Once you select your 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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**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.
Section 3 - Tank Owner Submits Tank Registration Form(s) and Prints Certificate(s)

**Step 3.5 (Part 3):** 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 3.5 (Part 4):** If your Operator B is the same as you’re Operator A, click the “Same as above” box. Otherwise, click “Add New Record”.

**Step 3.5 (Part 5):** Click “Search”.

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Section 3 - Tank Owner Submits Tank Registration Form(s) and Prints Certificate(s)

Step 3.5 (Part 5, Continued): 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”.

Step 3.5 (Part 5, Continued): Locate your facility and click “Select” then click “Add to Form”.

Helpful Hints:

✔ If you receive the following error message:

  - 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 3 - Tank Owner Submits Tank Registration Form(s) and Prints Certificate(s)

After clicking “Add to Form” in Step 3.5, the facility information will be populated automatically. Click “Next”.

Step 3.5 (Part 6): Identify the Financial Responsibility Mechanism you have chosen to pay for an environmental clean up or third-party liability compensation should a release occur.

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

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 3 - Tank Owner Submits Tank Registration Form(s) and Prints Certificate(s)

Step 3.5 (Part 7): Click “Add New Record”, fill out your jobber information then click the green check to save the data.

Helpful Hints:

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

Step 3.5 (Part 8): You may review the installed tanks and piping detail by clicking the icon. Once complete; click “Next”.

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 3 - Tank Owner Submits Tank Registration Form(s) and Prints Certificate(s)

**Step 3.6:** If you filled out the required information you’ll see ✔ green checks. If errors have occurred you will see a red x.

**Step 3.7:** Check the box certifying the submission. Answer the Security Question and provide your PIN. Click “Submit” at the bottom of the page to submit your application to EPD.

**Step 3.8:** Your confirmation sheet will look similar to the one below. Click “Go to Submitted List”.

Helpful Hints:

✔ Print this page for your records
Section 3 - Tank Owner Submits Tank Registration Form(s) and Prints Certificate(s)

**Step 3.9:** View your registration status under Submittal List. “Complete Submittal”, indicates the form is being reviewed by EPD. “Partial Submittal”, indicates the form is not complete.

Step 3.10: Once your Review Status says “Permit Issued”, the registration certificate has been issued. This may take a few minutes to several weeks depending on the information you provided in the application.

Step 3.11: The tank certificate will be provided on the “Dashboard” in GEOS under “Permits/Licenses”. Click the pdf icon to print your 2018 tank registration certificate(s) and post it at the UST facility. **Congratulations, you have completed Annual Tank Registration!**