

**EPD Director's Office**

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April 15, 2024

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RE: Drinking Water Laboratory and Related Services

Dear Water System,

The Georgia Environmental Protection Division (EPD) will soon begin a new service period for Drinking Water Laboratory and Related Services. The Georgia Environmental Protection Division (EPD) is pleased to provide the enclosed Drinking Water Terms and Conditions Agreement ("Agreement") for Drinking Water Laboratory and Related Services. The Agreement automatically renews each year unless a water system provides written notice of termination by June 1<sup>st</sup> of each year.

Drinking Water Fees for EPD laboratories are billed annually for laboratory services to be provided through the upcoming fiscal year. The invoices will be mailed in July 2024 for laboratory testing provided, starting July 1, 2024, through June 30, 2025. Owners will have thirty (30) business days from the invoice date to pay before a late penalty of 1.5% is applied to the account. This 1.5% late fee is also applied at sixty (60) and ninety (90) business days past due.

The Coliform/*E. coli* analyses are only available to public systems serving a population of up to 12,900 people. If your public water system exceeds the 12,900-population threshold, Coliform/*E. coli* testing will need to be performed by another certified laboratory and the results provided to the EPD. You can visit the EPD's website, link provided below, to view the current "Laboratory Fee Schedules." The website provides the fees for both the Chemical/*Cryptosporidium* and Coliform/*E. coli* laboratory testing. The fee schedules may be subject to price changes in future years.

For your convenience, annual fee payments can be made using Automated Clearing House (ACH) payment processing to automatically debit a checking or savings account through an electronic check transaction. To utilize this service, you must first "Create a new account" on the Georgia EPD's Online System (GEOS) at <https://geos.epd.georgia.gov/GA/GEOS/Public>.

For step-by-step instructions on setting up a new account or making ACH electronic payments, please refer to the GEOS "System User Guide," located on the GEOS homepage indicated above. Refer to the "Pay Drinking Water Invoice" section of the User Guide. Also, for your convenience, we have attached those instructions with this notice.

Please note that traditional payment options will still be available for those who prefer those methods. However, the EPD encourages customers to consider transitioning to this quick and easy ACH payment

method. The EPD will continue to enhance its customer payment options and will inform users as other options become available in the future. Should you have any questions regarding payment options, please contact the EPD's Finance Department at [epdfinance@dnr.ga.gov](mailto:epdfinance@dnr.ga.gov) or (470) 524-2613.

The EPD is committed to keeping information about your water system as accurate as possible. Invoices generated in July of each year will be based on information the EPD has on record for your water system in the Drinking Water Watch during the preceding month. Please verify your information in the Drinking Water Watch: <http://gadrinkingwater.net> before June 1. Review your water system details and water system facilities online. In addition to reviewing service connections, population served, sources of water, and water purchases, please review the point of contact information to ensure all names, addresses, phone numbers, and e-mail addresses are correct. For county and city water systems where the contact changes (for example: Mayor), you may want to consider, for financial mailing purposes only, changing the contact to Accounts Payable versus an actual name.

If your water system information needs to be updated or you want to request a change to your EPD laboratory services (including termination), please complete and submit the Request to Change Water System Inventory or Laboratory Services Form to the appropriate EPD engineer. As mentioned above, any requested changes must be received by EPD no later than June 1<sup>st</sup> of each year to be reflected in the annual fees charged to your water system in the July invoice.

Please note that all Drinking Water Laboratory and Related Services documents and forms are available electronically at <http://epd.georgia.gov/drinking-water-forms> beneath the header "Drinking water Laboratory services."

If you have any questions regarding the laboratory, account changes, water system information, or related services, please contact your local EPD Drinking Water Engineer. The current Engineer Contact List can be found on the EPD's website here: <https://epd.georgia.gov/watershed-protection-branch/drinking-water>.