

May 2, 2022

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 2022 for laboratory testing provided, starting July 1, 2022 through June 30, 2023. 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 (678) 628-9215.

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://gadrikingwater.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 (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>.

Enclosure:

GEOS Instructions – How to Pay DW Invoice





## 1.1 Pay Drinking Water Invoice

### 1.1.1 Create GEOS Account and Specify Account Type

If the drinking water users have never used GEOS before, they may come to register a new GEOS account. Upon registration, they should select Account Group of “Fee Payment”, which is designed for users who only need to make payments in GEOS, and to check the Submittal Group of “Finance: Invoice Payment Only”.

★ Account group: ☒ Fee Payment  
☐ Preparer  
☐ Responsible Official  
★ Submittal Group:  
☒ Finance: Invoice Payment Only

After selection, users may proceed to the next pages for answering security questions and entering picture verifications. They don't necessarily have to associate facilities into their GEOS account.

### 1.1.2 Make Payment

After registration, users can log into their own GEOS account to make online payment. They may either click on the “Make Online Payment” link on the dashboard, or go to “Submittal” module > Start a new submittal (filtering the category as Fee/Invoice”) to start a payment.

My Dashboard Submittal My Account

Start a New Submittal

Start New Application  
Submit Non-Permit Report  
**Make Online Payment**

Message Center

Submittals

6 Recent Email(s) for submitted submittals.  
2 Payment due submittals.

Permits/Licenses

Warning! - Only one user may access an one browser tab. If multiple users access or tabs, errors and data loss may occur.

Upcoming Submittal Obligations

You don't have Upcoming Submittal Obligations.  
If you need to create new application/Submittal of the screen.

Permits / Licenses - Click the icon

No items found. Please try again.

My Dashboard Submittal My Account

Open Submittals

Start a New Submittal  
Apply new Submittal

My Favorite Submittals  
My favorite Submittals list

Edit Pending Submittals  
Edit unfinished Submittals

Submitted Submittals

Track Submitted Submittals  
Monitor submitted submittals

Manage Permits/Certs  
Track permits/licenses

Correspondence Msg  
Monitor correspondence Msg

Email History  
Track emails for submitted submittals

Search Public Submittal

Submittal > Open Submittals > Start a 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.

Category: Fee/Invoice Keyword: (example: con  
Department: (All) Program: (All) Submittal Type: (

Other Department Submittal Type List

Total 1 items

ACH  
Online Payment - FIMS

Start



To make the payment, users may enter the FIMS Account ID and Invoice Number received (from the invoice received from EPD), and click the search button to initiate the request.

Pages: 1 / 2

**GEORGIA**  
DEPARTMENT OF NATURAL RESOURCES

ENVIRONMENTAL PROTECTION DIVISION  
**DRINKING WATER INVOICE**

Bill To:  
XXX  
XXX, XXX  
Fulton, GA 30023

**FIMS Account ID:** 59  
**Customer Name:** Test Name  
**Water System ID:** GA XXXXXX  
**Invoice Number:** 80058

**Total Due :** \$ 12,400.00

**Notification:**  
Check Water System Information  
[gadinkingwater.net](http://gadinkingwater.net)  
Account Information:  
**TOTAL AMOUNT DUE ON**

**BILLING SUMMARY**

Invoice Period	Invoice Date	Current Invoice Amount	Previous Balance	Adjustment	Amount Paid	Total Due
2015-07-01 ~ 2016-06-30	09/03/2015	\$ 12,400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,400.00

**1 Data Entry**  
To fill in all Data Entry Forms

**Online Payment - FIMS**

**2 Adjustment**  
To adjust or input all required disallowances

**3 Validation**  
To validate all required data and documentations

**4 Payment**  
To make a payment

**5 Submission**  
To submit

Please fill out the form below.  
Don't forget to click the save button or green check mark ✓ for tables to save your input!

**FIMS Account/ Invoice Information**

Account ID: 59  
Invoice Number: 80058 **Search**

Account ID: 59  
Account Name: Test Account  
Invoice Number: 80058  
Invoice Period: 2015-07-01 ~ 2016-06-30  
Due Date: 09/03/2015  
Invoice Amount: \$123  
Total Due Amount: \$123

GEOS will then use the Account ID and invoice number to automatically pull out the invoice details. After verifying the invoice details, users may proceed to the Payment tab to make ACH payment. Please note that all mandatory fields (marked with \*) in the payment page have to be filled out properly.

**PAYMENT (SUBMITTAL ID: 320712)**

Select a payment method, provide the required information and then click on the NEXT button.

**Outstanding Balance**

Online Payment - FIMS (View Fee Schedule)	\$12,400.00
FIMS Online Payment	\$12,400.00
FIMS Online Payment	\$12,400.00

**Payment Method**

Fee Amount	\$12,400.00
Amount Due	\$12,400.00
<b>TOTAL PAYABLE:</b>	<b>\$12,400.00</b>

Payment Method: eCheck (ACH - NACHA) ~

\* Account Type: Saving Account ~ Bank Name: ABC

\* Routing Number: 123 \* Account Number: 123 \* Bank Account Name: ABC

**Exit Previous Next**

In the last step, users have to enter their security questions and pin number to verify that they are the actual owner of this GEOS account. With all these steps done, an online payment will be completed in GEOS.