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▪ Station Owner Presentation	
▪ Inspector Certification Application	
▪ Station Certification Application (including the Site Evaluation Questionnaire and Site Plan Drawing)	
▪ E-commerce ACH Form	
▪ E-commerce User ID Form	
▪ E-cert Order Form	
▪ Inspector Add/Delete Form	
▪ Required Materials/Information Checklist	

Note: If you unable to view the attached documents, go to your toolbar and select View > Navigation Panels > Attachments.



Dear Potential Station Owner,

On behalf of the Georgia Environmental Protection Division (EPD) and Georgia's Clean Air Force (GCAF), I would like to thank you for your interest in Georgia's Enhanced Vehicle Emission Inspection and Maintenance (I/M) Program. The contributions of Georgia's emission stations in helping to improve metro Atlanta's air quality are instrumental to our goal of meeting federal clean air standards. As we strive to help Georgia breathe a little easier, the work of our station owners, managers and inspectors is very important.

Opening and operating an emission inspection station is a much more complex process than simply installing equipment and ordering analyzer certificates. Station owners are accountable for ensuring compliance with Inspection and Maintenance (I/M) Rules and the information in the Station Owner Presentation at all times. The Georgia Motor Vehicle Inspection and Maintenance Act and the Department of Natural Resources (DNR) Rules for Enhanced Inspection and Maintenance always take precedence over any other guidance.

We hope you find this New Station Application Packet (NSAP) very informative and helpful as you explore the many benefits of a Georgia emission inspection station as a viable business opportunity. We wish you the best in this venture.

Sincerely,

A handwritten signature in blue ink that reads "Tim Smith".

Tim Smith
I/M Unit Program Manager
Georgia EPD



Section I: Preparing to Open Your Station

What is Georgia's Clean Air Force?

In metro Atlanta, vehicle emissions remain one of the top contributors to the ground-level ozone problem, causing serious health concerns for the region. As a result of the Federal Clean Air Act, which was enacted by the U.S. Congress in 1990 and supported by the Georgia General Assembly, Georgia's Clean Air Force (GCAF) was created in 1996 as Georgia's Enhanced Vehicle Emission Inspection and Maintenance (I/M) Program. Working together in a public/private partnership known as Georgia's Clean Air Force (GCAF), the Georgia Environmental Protection Division (EPD) and Verizon Business are responsible for the management of the program in the 13 metro Atlanta counties.

The purpose of the program is to decrease pollution in the areas in Georgia that are in non-attainment of the Environmental Protection Agency's standards for ambient air quality. The program ultimately identifies heavy polluting vehicles that require emission-related repairs. For the 2010 registration period, GCAF oversees the testing of 1986 to 2007 model year gasoline-powered and light-duty trucks (8,500 pounds gross vehicle weight rating (GVWR) or less) that are registered in metro Atlanta's 13 metro counties (Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Paulding and Rockdale).

Since the start of GCAF in 1996, nearly 2 million cars have been identified as heavy polluters and "cleaned up." Today, Georgia remains one of the top I/M programs in the nation. The program enjoys high acceptance ratings among metro Atlanta motorists.

New Station Start-Up Information

Follow the steps below in order to open your new emission inspection station. Handwritten applications and forms that are completed using anything other than **blue** ink will not be processed.

SECTION I – PREPARING TO OPEN YOUR STATION

1. View the **Station Owner Presentation** which is posted on the Georgia's Clean Air Force (GCAF) Web site (instructions below). **Your Station Certification Application must be submitted in person, by the owner or manager, to the GCAF Kennesaw office beginning at 1 p.m. on the first or third Wednesday of the month.** The GCAF Kennesaw office is located at 60 Chastain Center Boulevard, Suite 64, Kennesaw, GA 30144.
2. Contact equipment manufacturers (EMs) listed on Page 7 to research and obtain equipment. **If you choose to purchase used equipment, it is recommended that the EM be contacted to verify that the unit is fully functional before the purchase.**
3. Contact insurance providers to obtain appropriate insurance. Please note: If you are an "All Vehicles Welcome" station, your insurance must show the amounts of garage liability and the garage keeper's endorsement.
4. Obtain two phone lines. Call your local telephone provider to request a new dedicated phone line be installed in your station, near your emission testing equipment. This phone line must be dedicated only to the use of the test equipment. This line cannot be shared with any other equipment and cannot be part of a phone network, dial '9' exit, dual line or roll-over system. The station will also need a voice line for communicating with GCAF, the Georgia Environmental Protection Division (EPD) and motorists with inquiries or complaints. The voice line number will be printed on Georgia Vehicle Emission Inspection Reports (VIRs). Cell phones are not acceptable for a station voice line.
5. Read the inspection facility requirements. Complete the Site Evaluation Questionnaire and Site Plan Drawing, located in the Station Certification Application (sample diagrams are enclosed in the Station Certification Application).
6. Complete the Station Certification Application in full. Do not leave any blanks, do not use ditto marks, and do not use the words "same as above." Failure to comply will delay the opening of your station.
7. Submit the Station Certification Application, including the Site Evaluation Questionnaire and Site Plan Drawing, and a copy of your Certificate of Liability Insurance (and the Inspector Certification Application, if needed) in person to the GCAF Kennesaw office **beginning at 1 p.m. on the first or third Wednesday of the month.** The GCAF Kennesaw office is located at 60 Chastain Center Boulevard, Suite 64, Kennesaw, GA 30144. Photocopies and faxes are not accepted.

SECTION II – NEW INSPECTORS

8. Complete the Inspector Certification Application, if necessary.

SECTION III – NEXT STEPS

9. Purchase a state-certified sign. Your sign needs to indicate the type of vehicles that can be tested (either “Newer Vehicles Only” or “All Vehicles Welcome”), the hours of operation, and the price for an inspection: Initial test is between \$10 and \$25 (determined by the DNR Rules, Section 391-3-20).
10. Once you have received notification by GCAF of your station ID and Georgia Analyzer System (GAS) ID, call GCAF at 800.449.2471 to schedule your employees into the next available inspector certification training class.
11. Order your analyzer certificates (also known as “e-certs”), which give your emission equipment the electronic ability to perform emission tests. Information on purchasing e-certs, E-commerce, obtaining the E-cert Order Form are located in this section of the New Station Application Packet. For further assistance with e-cert purchases and E-commerce, call GCAF Station Assistance at 800.449.2471, option #2.
12. Obtain a copy of the RepairWatch Public Report from a GCAF auditor or download a copy from the GCAF Web site, www.cleanairforce.com. The RepairWatch Public Report must be made available to the public at all times.
13. If you are opening an “All Vehicles Welcome” station, order a 2000 or newer Traction Control Chart by calling Marvin Cox at Emission Supply (678.344.2005).

After completing these steps and receiving your equipment, fax your Required Materials Checklist to 404.479.4375. This should be done at least 24 hours after faxing in your E-cert Order Form. *Please note: If items included in the Required Materials Checklist are incomplete or the I/M Rules are not met upon GCAF certification audit, your station will not be operational and will be rescheduled for the audit, which may take up to two weeks.*

14. After obtaining your station ID and GAS ID, order Q&A brochures by calling GCAF Station Assistance at 800.449.2471, option #2. The Q&A brochures must be made available to the public at all times. Stations may also order Spanish Q&A brochures (one packet per order) to assist stations with communicating the emission testing process to the Hispanic community

SECTION IV – GENERAL INFORMATION

15. For additional program information, please visit the GCAF Web site at www.cleanairforce.com or call GCAF Station Assistance at 800.449.2471, option #2. Industry Advisory Board (IAB) members are also available to answer specific questions regarding station management. Please visit the station microsite section of the GCAF Web site for IAB members’ contact information.

SECTION V – I/M PROGRAM RULES (CHAPTER 391-3-20)

These rules and regulations governing the vehicle emission inspection and maintenance program in the metropolitan Atlanta area as authorized by the Georgia legislature through the Georgia Motor Vehicle Inspection and Maintenance Act, O.C.G.A., 12-9-40.

Station Owner Presentation

Georgia's Clean Air Force (GCAF) has designed a training program to assist all new station owners with opening their station. This presentation is also required for all current station owners in order to renew their station license. Listed below are the steps to follow prior to opening your station.

Step 1: View the Station Owner Presentation located on the GCAF Web site at <http://www.cleanairforce.com/stations/openastation.php>. The purpose of this presentation is to:

- Inform station owners of the program requirements and their oversight responsibilities
- Expedite the station start-up process
- Assist station owners with identifying and reporting improper and/or fraudulent emission testing
- Educate station owners about ongoing maintenance and managerial functions within the analyzer software

The following individuals are required to view this presentation prior to hand-delivering their application:

- Any person opening a station for the first time.
- Any person opening a station who has previously owned or co-owned a station that was closed due to Georgia Environmental Protection Division (EPD) enforcement action.
- Any manager who operates a station in absence of a station owner (optional).
- Any person renewing their Station Certification Application.

Applicants who do not have Internet access can view a hard copy of the Station Owner Presentation on the day they hand-deliver their application.

Step 2: **Your Station Certification Application must be submitted in person, by the owner or manager, to the GCAF Kennesaw office beginning at 1 p.m. on the first or third Wednesday of the month.** If you are unable to view the Station Owner Presentation online, you may view it when you submit your application.

The GCAF Kennesaw office is located at 60 Chastain Center Boulevard, Building 60, Suite 64, Kennesaw, GA 30144.

Certified Equipment Manufacturers

The following companies are current certified analyzer equipment and software providers, meeting state requirements for Georgia's Inspection and Maintenance (I/M) program. Each equipment manufacturer (EM) handles questions regarding equipment pricing and equipment trade-in value. Contact these manufacturers directly with specific equipment and service pricing questions.

Company	Address	Telephone
Environmental Systems Product (ESP)	7 Kripes Road East Granby, CT 06026	888.377.7971 ESP Service: 800.695.4377 Web site: www.esp-global.com
SPX/J. A. Echols & Associates Company	3395 Fox Street, Suite 103-C Duluth, GA 30096	770.232.5304, Ext. 224 SPX Service: 800.833.3377
Snap-On/Sun	1050 Northfield Court, Suite 125 Roswell, GA 30076	Equiserve Service: 800.225.5786
Snap-On/John Bean Company	309 Exchange Avenue, P.O. Box 3000 Conway, AR 72033	800.362.8326 Equiserve Service: 800.225.5786
Worldwide Environmental Products	1100 Beacon Street Brea, CA 92821	800.832.7664 Service: 877.832.7664

Aftermarket Supply Contacts

Each aftermarket supplier handles questions regarding specific supplies and pricing. Contact these aftermarket suppliers directly with specific inventory and pricing questions.

Company	Address	Telephone
Emission Supply	2121 Hewatt Road, Suite B Snellville, GA 30039	678.344.2005
Campbell & Co. Emission Supply Sales	935 Bream Court NE Marietta, GA 30068	770.509.8769
Emission Analyzer Resales	1687 Barn Swallow Place Marietta, GA 30062	770.633.4164
Waekon	10514 Dupont Avenue Cleveland, OH 44108	800.342.5080
Stant	1620 Columbia Avenue Connersville, IN 47331-1696	800.822.3121
Systech International	2540 Route 130, Suite 128 Cranbury, NJ 08512	800.847.7123
Sure Balance, L.L.C.	P.O. Box 855 Griffin, GA 30224	770.229.6081
GA Emissions Equipment Sales	10 James Street Hampton, GA 30228	404.729.5828

Please note: This list is not intended as a recommendation or endorsement by the Georgia Environmental Protection Division (EPD) or Georgia's Clean Air Force (GCAF). This list is intended only as an information source and may not be comprehensive. EPD and GCAF do not certify parts, supplies or third party vendors.

Insurance Providers

Georgia's Clean Air Force (GCAF) is providing the following list to assist station owners seeking insurance advice and additional information when deciding to join the emission program. You are not required to utilize any of the insurance providers on this list as long as you secure the proper insurance coverage. The Inspection and Maintenance (I/M) Rules specify these requirements, see *Section V*.

As with any business transaction, you should check with your legal and financial advisors before making a decision. An updated list of insurance providers expressing interest in working with station owners/operators of Georgia's I/M Program is listed below. This list is not an endorsement for any specific insurance agency or agent.

A copy of the Certificate of Liability Insurance must be delivered to the GCAF Kennesaw office when applying to become a new station and every two years when renewing your station license with GCAF. As a good business practice, a copy of your current valid Certificate of Liability Insurance should be kept near your analyzer thus easily accessible to the Environmental Protection Division (EPD) and GCAF auditors. A list of some insurance providers is located below; however you are not restricted to just these insurance providers. Make certain that the station information on the insurance certificate exactly matches the station information submitted on your Station Certification Application.

Company	Contact	Telephone
Burgess Insurance	Frank Burgess	770.748.4165
Hardegree Insurance Agency	Walter Lemming	770.390.0888
Love, Douglas & Pope, Inc.	Kevin Pope	770.674.3000
Phoenix Associates	Robert Marcus	770.973.4000

Building Permit and Fire Marshal Information

Refer to your local building permit agency and fire marshal to ensure your testing facility meets proper building and fire protection codes. The following tips for obtaining building permits and meeting fire marshal codes are provided as a reference for the proper set-up of your station.

Building Permit Tips

- The Georgia Environmental Protection Division (EPD) has set guidelines for inspection facilities conducting year-round vehicle emission tests. EPD guidelines include a customer waiting area and a Georgia certified Georgia Analyzer System (GAS) unit.
- EPD guidelines will be taken into consideration *by each county and local municipality*. Please check with your local county or municipality permitting agency and building inspectors to determine the specific requirements set for year-round emission inspection facilities.
- County and municipality permitting agencies in Georgia base their building requirements on specifications set by a publication called *The International Building Code (IBC)*.

Fire Marshal Information

Local electrical inspectors are responsible for inspecting the fire and electrical requirements of the emission testing facilities. Please contact your local fire marshal to schedule an inspection.

Note: Proper building permit and fire protection codes may vary for "Newer Vehicles Only" and "All Vehicles Welcome" facilities in each county and municipality. Georgia's Clean Air Force (GCAF) suggests contacting your local fire marshal or Fire Department for accurate information.

Inspection Facility Requirements

Your emission inspection facility must be built or arranged in a manner that will allow an emission inspection to be performed according to Georgia Inspection and Maintenance (I/M) Program rules.

Follow these requirements when considering purchasing an existing facility or building a new one:

1. A cooling fan must be used during an ASM test if the temperature in the testing area is 50 degrees Fahrenheit or higher. The fan should have an output rating of 3,000 CFM.
2. The Georgia Analyzer System (GAS) unit was designed and certified to operate accurately between 41 and 110 degrees Fahrenheit. Use of the GAS unit outside this temperature range is not allowed.

The ASM weather station on the GAS unit must sense the same temperature, pressure and humidity as the vehicle is being tested. This can be difficult if the GAS unit is located in an enclosure that separates or insulates it from the test lane, particularly in a drive-thru type station (*See diagram of a typical drive-thru station located in the Station Certification Application*). In these situations, the enclosure must be adequately ventilated to the same environment as the vehicle.

3. The facility must have a viewing area for motorists to observe the emission test being conducted. This space should either be covered or enclosed, allowing the motorist to remain dry in inclement weather. Close circuit televisions (CCTVs) are also acceptable.

Refer to the diagrams in the Station Certification Application for a typical drive-thru station and an enclosed station.

After identifying a potential inspection facility or developing blue prints, a Site Evaluation Questionnaire and Site Plan Drawing must be completed and submitted along with your Station Certification Application. This should be hand-delivered to:

Georgia's Clean Air Force
60 Chastain Center Boulevard
Suite 64
Kennesaw, GA 30144

Submit only *original* copies of the Site Evaluation Questionnaire, Site Plan Drawing and the Station Certification Application. Photocopies or faxed copies will not be accepted.

Failure to accurately and legibly complete this form or submit requested information will delay the opening of your station.

If you have any questions, please call GCAF Station Assistance at 800.449.2471, option #2.



Section II: New Inspectors

Inspector Training

- One comprehensive class will be offered to all **new** inspector applicants.
- The class includes:
 - Two consecutive days of training
 - Equipment hands-on training (*manufacturer's affidavits are no longer required*)
 - Two Speed Idle (TSI), Accelerated Simulation Mode (ASM2) and On-Board Diagnostic (OBDII) certification
 - Comprehensive examination
- Upon successful completion of the course, the inspector will receive a two-year emission inspector certificate and a photo ID.
- Training is offered at two Georgia's Clean Air Force (GCAF) locations: Kennesaw and Camp Creek.
- Class starts promptly at 9 a.m. Students should arrive no later than 8:45 a.m. for check in. No one will be allowed into class after 9 a.m. Classes will end at 5 p.m.
- **No-Show Policy:**
 - Station owners/managers must sign Inspector Certification Applications.
 - Only station owners/managers can register an employee for new inspector training; the inspector cannot register himself or herself.
 - Station owners/managers are responsible for reminding their employees to attend training on the scheduled day.
 - Station owners/managers are responsible for assisting the employee with gaining base knowledge of the vehicle emission testing process; the Inspector Training Manual is posted on the GCAF Web site at <http://www.cleanairforce.com/stations/generalinfo.php> for anyone who wants to prepare in advance.
 - Cancellations must be phoned in to GCAF Station Assistance at 800.449.2471, option #2, at least 48 hours in advance.
 - If a student is late or does not show for class, a doctor's note or police report must be submitted to GCAF in order to re-register promptly.
 - If the student does not have a doctor's note or police report, then he or she must wait 60 days for his or her manager to call GCAF to re-register.
- To register an employee for inspector training, please call GCAF Station Assistance at 800.449.2471, option #2.
- Driving instructions for both locations can be found in Section IV of this packet and on the GCAF Web site at www.cleanairforce.com.
- **Inclement Weather:** In case of inclement weather, watch WSB-TV. If the Georgia Environmental Protection Division (EPD) is closed, then there will be no inspector training classes. Contact GCAF Station Assistance at 800.449.2471, option #2, to reschedule.

Inspector Recertification

- Inspectors must renew their certification every two years by successfully completing a one day training class.
- The class includes:
 - One full day of training
 - Question and answer session
 - Comprehensive examination
- Upon successful completion of the course, the inspector will receive a new two-year emission inspector certificate and photo ID.
- Failure to register for inspector recertification class prior to the license expiration date may result in the inspector having to take the two-day new inspector training class.
- Training is offered at two Georgia's Clean Air Force (GCAF) locations: Kennesaw and Camp Creek.
- Class starts promptly at 9 a.m. Students should arrive no later than 8:45 a.m. for check in. No one will be allowed into class after 9 a.m. Classes will end at 5 p.m.
- **No-Show Policy:**
 - Station owners/managers must sign Inspector Certification Applications.
 - Only station owners/managers can register an employee for inspector recertification training; the inspector cannot register himself or herself.
 - Station owners/managers are responsible for reminding their employees to attend training on the scheduled day.
 - Station owners/managers are responsible for assisting the employee with gaining base knowledge of the vehicle emission testing process; the Inspector Training Manual is posted on the GCAF Web site at <http://www.cleanairforce.com/stations/generalinfo.php> for anyone who wants to prepare in advance.
 - Cancellations must be phoned in to GCAF Station Assistance at 800.449.2471, option #2, at least 48 hours in advance.
 - If a student is late or does not show for class, a doctor's note or police report must be submitted to GCAF in order to re-register promptly.
 - If the student does not have a doctor's note or police report, then he or she must wait 60 days for his or her manager to call GCAF to re-register.
- To register an employee for inspector training, please call GCAF Station Assistance at 800.449.2471, option #2.
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Inclement Weather: In case of inclement weather, watch WSB-TV. If the Georgia Environmental Protection Division (EPD) is closed, then there will be no inspector training classes. Contact GCAF Station Assistance at 800.449.2471, option #2, to reschedule.



Section III: Next Steps

Inspection Station Signage

All stations are required to display one of the two sign options (A and B shown on the following pages). The sign should be displayed near the street or a location that can be easily read by motorists driving by.

The following are vendors that have agreed to produce signs meeting the Georgia Environmental Protection Division's (EPD) specifications. You may use other sign vendors; however any signs that do not meet EPD specifications may be rejected.

Instructions

Place your order with one of the following state-certified sign vendors. You may use a vendor not listed below but your required signage must meet all specifications outlined by Georgia's Clean Air Force (GCAF):

Rapid Sign System

Jim Walsh
699 Ponce de Leon Avenue
Atlanta, GA 30308
Ph: 404.874.0010, Fax: 404.874.4002

Safety Signal

Robin Wagnon
P.O. Box 488
Union City, GA 30291
Ph: 770.964.3181, Fax: 770.964.4005

Graphics Central, Inc.

Michelle Dorminey
3616 McCall Place
Atlanta, GA 30342
Ph: 770.455.8804, Fax: 770.455.8842

Commercial Signs

Jeff Kendrick
3548 Atlanta Road
Smyrna, GA 30080
Ph: 770.431.0807, Fax: 770.431.1611

Big Mouth Signs, Inc.

Mark Allen Kasson
1455 Pleasant Hill Road, Suite 601
Lawrenceville, GA 30044
Ph: 770.381.9300, Fax: 770.381.9922

OTG Signs, Inc.

Richard Powers
5045 Hyde Court, Suite 204
Cumming, GA 30004
Ph: 770.309.2955 and 404.313.1985

Sign Systems Technology

Chuck Williams
565 West Crogan Street
Lawrenceville, GA 30045
Ph: 770.277.9380, Fax: 770.277.9381

Sign Mart

Steve Gordon
3344 Cobb Parkway, Suite 500
Acworth, GA 30101
Ph: 770.974.3891, Fax: 678.574.0190

- You will be required to pay the printer directly for your sign(s).
- The sign must be a minimum size of 24" x 36". This will allow you to use standard frame and hardware.
- The sign must be on .063 gauge aluminum and printed on two sides using Perpetua and Humanist fonts. If you wish to print it in a larger size, you must ensure the lettering proportions remain the same. Also, make sure larger signage meets local zoning ordinances.
- All information displayed on these signs is required by law; do not add/omit any information.

- If you wish to make additional signs (not the primary sign), you may use the fonts and GCAF logo as shown on the following pages. Signage must be printed in the black and blue colors specified and must meet local sign ordinances.
- If your sign does not meet the sign specifications outlined by GCAF, EPD enforcement action is possible.
- If your station will be closed, you must post a "closed" sign on the testing bay door or your state-certified sign that is visible to the public.

INSPECTION STATION SIGNAGE

OPTION A

MINIMUM ACTUAL SIZE OF ADDITION
24"X6"

**1996 AND NEWER
VEHICLES WELCOME**

MINIMUM ACTUAL SIZE OF ADDITION
24"X6"

**ALL VEHICLES
WELCOME**

MINIMUM ACTUAL SIZE 24"X36"

**STATE-CERTIFIED
EMISSION
INSPECTION
STATION**



**GEORGIA'S
Clean Air Force™**
GEORGIA ENVIRONMENTAL PROTECTION DIVISION

By Appointment Only

\$25

– BY APPOINTMENT ONLY

MINIMUM ACTUAL SIZE 24"X36"

**STATE-CERTIFIED
EMISSION
INSPECTION
STATION**



**GEORGIA'S
Clean Air Force™**
GEORGIA ENVIRONMENTAL PROTECTION DIVISION

Monday – Friday **8am – 5pm**

Saturday **12pm – 5pm**

\$25

– STATEMENT OF HOURS

Production Specifications:

- Please follow this example for type sizes, boldness and italics as closely as possible.
- All Fonts are Perpetua (serif) and Humanist 521 (san serif) Family.
- All letters in the word "Emission" should print at least 3" in height.
- All color prints PMS 288 Blue on white background (or PMS 288 Blue and PMS 652 Light Blue on white background with the use of 2-color logo).
- For addition sign, type reverses out of PMS 288 Blue background.
- Please refer to your logo slick for instructions on how logo should print.

INSPECTION STATION SIGNAGE

OPTION B

MINIMUM ACTUAL SIZE 24"X36"

**STATE-CERTIFIED
EMISSION
INSPECTION
STATION**



**GEORGIA'S
Clean Air Force™**
GEORGIA ENVIRONMENTAL PROTECTION DIVISION

By Appointment Only

**1996 AND NEWER
VEHICLES WELCOME** **\$25**

– BY APPOINTMENT ONLY

MINIMUM ACTUAL SIZE 24"X36"

**STATE-CERTIFIED
EMISSION
INSPECTION
STATION**



**GEORGIA'S
Clean Air Force™**
GEORGIA ENVIRONMENTAL PROTECTION DIVISION

Monday – Friday **8am – 5pm**
Saturday **12pm – 5pm**

**ALL VEHICLES
WELCOME** **\$25**

– STATEMENT OF HOURS

Production Specifications:

- Please follow this example for type sizes, boldness and italics as closely as possible.
- All Fonts are Perpetua (serif) and Humanist 521 (san serif) Family.
- All letters in the word “Emission” should print at least 3” in height.
- All color prints PMS 288 Blue on white background (or PMS 288 Blue and PMS 652 Light Blue on white background with the use of 2-color logo).
- Please refer to your logo slick for instructions on how logo should print.

How to Order E-certs

What are e-certs? Analyzer electronic certificates are called "e-certs." You will need to purchase e-certs in order to perform emission tests. One e-cert is used per emission test. E-certs cost \$4.02 each and must be purchased in books of 50. For example, one book of 50 e-certs totals \$201. Georgia's Clean Air Force (GCAF) recommends requesting multiple books on each order to ensure maintaining an ample supply on your analyzer and to avoid station down time. Perform a data file refresh to download your e-certs to your analyzer. Contact your equipment manufacturer (EM) if you need assistance with performing a data file refresh.

How do I purchase e-certs for my analyzer(s)? There are three ways to purchase e-certs; by E-commerce (recommended), credit card or check.

The first e-cert order placed by a new station owner must be made with a credit card (instructions below).

Purchase by E-commerce: E-commerce is the easiest and fastest way to order e-certs and monitor your station accounting 24 hours a day, seven days a week. All you need is an e-mail address and Internet access (at home, public library or other location having public Internet access such as a print shop). Financial transactions are highly secure and the Web site is user-friendly. Participants create their own user name, personal identification number (PIN) and security password to ensure the account can only be accessed by authorized users. GCAF will help you set up your account, learn how to use E-commerce and will provide support when needed. On E-commerce, e-cert purchases can be made from your checking account or with a credit card. **Sign up by e-mailing us at ecerts@cleanairforce.com.** The Web site address for E-commerce is <https://ecom.appsolgrp.com>.

Purchase by Check: We recommend using this payment option only for large orders (10 or more books). Checks must be mailed, along with an E-Cert Order Form, to EPD I/M Fees, P.O. Box 105045, Atlanta, GA 30348. Allow a minimum of 10 business days for processing.

Purchase by Credit Card: E-certs can be purchased by credit card, however orders may not be filled until the end of the day on which received. Download the E-cert Order Form by visiting www.cleanairforce.com. Only Visa and MasterCard are accepted. Fax the order to the GCAF fax number listed on the form. Orders received Monday through Friday by 4:30 p.m. will be processed that day. If you need to confirm that GCAF received your order you may leave a message at 770.499.6558. **We will only return your call if your fax was not received.**

Take note of Georgia Analyzer System (GAS) messages indicating GCAF holidays. Faxed credit card orders are not processed when GCAF is closed.

The E-Cert Order Form must be complete and either typed or written neatly. Orders that are incomplete or unclear will be delayed due to GCAF having to contact you for a revised form.

If you choose to permanently close a station or analyzer, GCAF procedures must be followed in order for GCAF to reconcile unused e-certs and for you to receive reimbursement. Once the decision is made to close the station, GCAF must be notified within five days. The facility and analyzer must remain active until the GCAF close-out audit is performed. To report a permanent closure and request a closeout audit, call GCAF Station Assistance at 800.449.2471, option #2.

If you have questions about e-certs being skipped or reused, please contact GCAF Station Assistance at 800.449.2471, option #2. Invoices are generated monthly and sent to affected station owners to reconcile station accounts. For additional assistance, e-mail us at ecerts@cleanairforce.com.

How to Get Started on E-commerce

Do you find it difficult to guess when you will need to order more e-certs each day? Would you like to check your e-cert activity daily? If you answered yes, why not use E-commerce, the Internet-based method to ordering e-certs? E-commerce is the easiest way to order e-certs 24 hours a day, seven days a week.

What are the benefits of using E-commerce?

- Purchase e-certs instantly as you need them.
- For additional convenience, you may choose to link your e-cert purchases directly to your checking account by setting up an automated clearing house (ACH) account.
- To participate in ACH, complete the ACH Form and mail it along with a voided check to Georgia's Clean Air Force (GCAF).
- Account information is secure and confidential.
- Participants create their own user name, personal identification number (PIN) and security password to ensure the account can only be accessed by authorized users.
- Order up to nine books of e-certs (in books of 50) for multiple analyzers at one time.
- Optional methods of payment: deduct from your checking account (ACH) or pay with credit card.

What will I need?

- Access to a computer (with Internet connection).
- Access to the Internet: Sign up with an internet service provider (ISP), such as AOL or Netscape or see your local library or print shop for details on Internet access/usage.
- E-mail address (*required*).

Do I need to be a computer whiz?

No, only basic computer skills are needed. You will learn how to access the E-commerce Web site and how to operate the system from the online instructions document.

When can I start using the program?

After you complete and mail all necessary paperwork, you will receive a confirmation e-mail that will include instructions. At that time you may then begin purchasing e-certs online. If you choose to use ACH, it will take approximately five business days for you to have the ACH ability. Remember, you will still be able to purchase e-certs using your credit card and/or account balance (if applicable).

What does it cost?

- There is no charge to use E-commerce.
- Personal computer and ISP charges may apply.

How can I find out more information?

- Call GCAF Station Assistance at 800.449.2471, option #2; or
- Send an e-mail to ecerts@cleanairforce.com.

Is there anything else I should know that would help me with the online program?

Yes, remember if you add a Georgia Analyzer System (GAS) unit to an existing station, you must fax in your first order so it can be initiated in our Accounting Application. After that, you can order your e-certs online and at your convenience.



Section IV: General Information

Industry Information

E-commerce

E-commerce is an internet-based method to ordering e-certs, available 24 hours a day, seven days a week. Contact Georgia's Clean Air Force (GCAF) Station Assistance at 800.449.2471, option #2, for more information. Additional details can be found in Section III.

Inspector Training and Recertification

Call GCAF Station Assistance at 800.449.2471, option #2, to request information regarding inspector training, recertification, or general assistance. Stations may also request training via e-mail by completing the Inspector Training Request Form located on the GCAF Web site at www.cleanairforce.com.

Station Start-Up or Renewal

Call GCAF Station Assistance at 800.449.2471, option #2, to request a New Station Application Packet or a renewal application. You may also download the packet online at www.cleanairforce.com.

How to Order Brochures

Call GCAF Station Assistance at 800.449.2471, option #2. A station may order up to 250 brochures at one time. It takes approximately one week to receive the order. Please confirm your mailing address when ordering. Stations may also order Q&A brochures via e-mail by completing the Q&A Brochure Order Form located on the GCAF Web site at www.cleanairforce.com. See the *Public Information Resources and Requirements* section for more details.

RepairWatch Public Report

RepairWatch is a repair effectiveness program developed to meet requirements of the Federal Clean Air Act and to assist vehicle owners with identifying effective emission repair facilities. All state-certified emission inspection stations are required to have the report booklet available for public review at all times. Additional copies may be printed from the GCAF Web site at www.cleanairforce.com; click on "RepairWatch." See the *Public Information and Education Resources and Requirements* section for more details.

General Information

Please call GCAF Station Assistance at 800.449.2471, option #2, for assistance or visit www.cleanairforce.com.

Industry Advisory Board (IAB)

What is the Industry Advisory Board (IAB)?

The Industry Advisory Board (IAB) is composed of inspection station owners, stakeholders and representatives from the Georgia Environmental Protection Division (EPD) and Georgia's Clean Air Force (GCAF). The purpose of the board is to provide a forum to discuss policies and procedures within Georgia's Inspection and Maintenance (I/M) Program. IAB meetings can be attended by all emission inspectors and station owners. Meetings are held quarterly. IAB board members may be contacted for additional information.

2010 Meeting Schedule

Date/Time	Location
January 14, 10 a.m.	<i>GCAF Kennesaw Office, Chastain Center Boulevard, Suite 64, Kennesaw, GA 30144</i>
April 8, 10 a.m.	<i>GCAF Camp Creek Office, 3800 Camp Creek Parkway, Building 2400, Suite 110, Atlanta, GA 30331</i>
July 8, 10 a.m.	<i>GCAF Kennesaw Office, Chastain Center Boulevard, Suite 64, Kennesaw, GA 30144</i>
October 14, 10 a.m.	<i>EPD, 4244 International Parkway, Suite 114, Atlanta 30354</i>

Board Members

Officers	Test & Repair	Test Only	Fleet/Dealer/General Interest
Randy Dickerson, Chairman	Fred Gagnon	Brad Holbrook	Don Rosinsky
Fred Gagnon, Vice Chairman	Ronald Marshall	Rich Parlontieri	Ralph McCrory
Ken Meissner, Secretary	Allen Seigal	Ken Meissner	
		Bobby Richburg	
		Jeffrey Leek	
		Wayne Riggan	
		Randy Dickerson	

For additional information or to be added to the e-mail distribution list to receive the meeting agenda, please contact Randy Dickerson at rndickerson@bellsouth.net.

Public Information Resources and Required Materials

Georgia's Clean Air Force (GCAF) includes a Public Information and Consumer Protection (PI&CP) Program to educate motorists and the industry on the key components of Georgia's Inspection and Maintenance (I/M) Program and its benefits. The resources listed below exist to assist your station and its customers with daily emission testing operations and inquiries.

Available Resources

GCAF Station Assistance – 800.449.2471, Option #2

The GCAF Call Center, 800.449.2471, is available from 8 a.m. to 6 p.m., Monday through Friday (except for holidays) to assist stations with the following:

- Opening and closing a station and/or Georgia Analyzer System (GAS) unit
- Reporting equipment failure/computer problems
- Testing assistance
- Inspector training/licensing
- E-cert purchases
- E-commerce
- Complaints

GCAF Web site – www.cleanairforce.com

The GCAF Web site is a valuable resource for program information. The following resources are available online:

- Station Owner Presentation
- Downloadable forms and applications
- VIR re-prints
- E-cert and E-commerce information
- Frequently asked questions (FAQs) about emission testing and repairs
- Station signage information
- EPD rules
- Industry Advisory Board (IAB) information including the meeting schedule and board members
- Program information translated into Spanish, Korean, and Vietnamese
- Waiver information and applications
- Links to other industry resources

Georgia Analyzer System (GAS) Messaging

GCAF sends Georgia Analyzer System (GAS) messages directly to each station analyzer on an as-needed basis to keep the industry up-to-date on program tips, rules and requirements. GCAF recommends printing all GAS messages for your files and posting them in a prominent location for your employees to read. Each analyzer can hold up to 500 of the most current GAS messages for your review. You may perform a data file refresh to review these messages. If you would like to receive an e-mail copy of GAS messages, please send a request to info@cleanairforce.com. Important GAS messages are also posted on the GCAF Web site at <http://www.cleanairforce.com/stations/stationnotices.php>.

Required Materials at Your Station

Your station is required to display updated versions of the Question & Answer (Q&A) brochure, the quarterly *Repair Watch* Public Report and a Motorists' Rights poster at all times.

Annual Question and Answer (Q&A) Brochure



Every year, GCAF produces a question and answer (Q&A) brochure to assist motorists who have failed their emission inspection. The brochure provides tips on common failures and outlines the resources available for motorists. All stations are required to provide a Q&A brochure to a motorist if his or her vehicle fails the inspection. The brochures must be available to motorists in your station lobby or waiting area. Each brochure includes a detachable comment card that motorists can send into GCAF.

To order a supply of Q&A brochures, call GCAF Station Assistance at 800.449.2471, option #2. Brochures are provided in packs of 50 and the maximum amount you may order at one time is 250 (five packs). However, you may order additional brochures throughout the year, as needed. It takes approximately one week to receive your brochures.

GCAF also offers the Q&A brochure in Spanish to assist stations with communicating the emission testing process to the Hispanic community. To order a supply of Spanish Q&A brochures, call GCAF Station Assistance at 800.449.2471, option #2. Stations may order one pack (50 brochures) at a time. There is a limited quantity available. These brochures are distributed on a first come, first served basis.

RepairWatch

RepairWatch is a quarterly repair effectiveness program developed to meet the requirements of the Federal Clean Air Act and assist vehicle owners with identifying effective emission repair facilities. GCAF produces two reports – the Facility Summary and the Public Report. All stations are required to display a current RepairWatch Public Report in their station lobby or waiting area and must inform all motorists with failing vehicles of the report.

The Facility Summary provides detailed information collected on the first after-repair emission tests that had matching initial test data available. This summary will assist you in tracking the repair performance and success rate of your individual shop (if your station conducts repairs). This report will be updated and posted online quarterly for individual repair facilities, which qualify; your personalized RepairWatch Facility Summary will not be distributed to other emission inspection stations. However, such information is subject to public review pursuant to the Georgia Open Records Act. To access your personalized Facility Summary report, call GCAF Station Assistance at 800.449.2471, option #2, and request your user account information.



The RepairWatch Public Report will be provided for public view to all state-certified emission inspection stations and will be posted on the GCAF Web site, www.cleanairforce.com. This quarterly report can be used by vehicle owners as a guide for locating emission repair facilities meeting all of the following criteria:

- Completed 12 or more emission-related repairs within the six month reporting period
- Maintain an initial retest passage rate of 80 percent or better
- Ensure vehicles being reported receive all recommended emission-related repairs.
- Stations will not be included in this report if they are suspended or revoked at the time of printing.

The RepairWatch Public Report and the Facility Summary are two different reports. However, both reports are developed by collecting and analyzing data related to emission repairs and repair facilities. The information used is taken from the Emission Repair Form, which is entered into a database by the emission inspector at the time of the first after-repairs emission retest.

Reference Guide for Opening and Closing Tickets

Below is a reference guide for opening and closing tickets through Georgia’s Clean Air Force (GCAF) Station Assistance, 800.449.4271, option #2. Stations may also request station/analyzer close-outs via e-mail by completing the Station/Analyzer Close-Out Form, located on the GCAF Web site at www.cleanairforce.com.

Ticket				Responsibility	
Type	Description	Reason/Condition	Examples	To open ticket	To close ticket
1	Unable to connect to VID	GAS unit is unable to transmit inspection results – call failure to VID	Phone line or modem problems. Unable to download mobile tests, etc.	Station	Station
2	Permanent shut-down of GAS unit or station	Owner wishes to close-out inspection lane or station	Permanent station closure or GAS unit shut down, change of ownership, business manager, etc.	Station	N/A
3	Failed equipment audit by GCAF (red sheet)	GAS unit fails GCAF audit and is red sheeted	Malfunctioning analyzer bench, or 5-gas failure	GCAF	GCAF
4	Failed equipment audit by GCAF (green sheet)	GAS unit fails GCAF audit and is green sheeted	Malfunctioning analyzer other than bench failure	GCAF	Station

Note: When calling to open or close a ticket, give the ticket type number to the call center representative.

- ✦ Stations are no longer required to notify GCAF Station Assistance or obtain a ticket when a station or lane is temporarily closed. However, to avoid Environmental Protection Division (EPD) enforcement action, stations must follow the guidance below for posting appropriate “closed” signs when their station is temporarily closed or when they cannot perform inspections during posted hours.
- ✦ **An approved “closed” sign must be posted where it can be observed by the motoring public when a station cannot perform inspections according to the hours posted on its GCAF state-certified sign.**
- ✦ **Approved examples of “closed” signs:** closed, temporarily closed, no inspector on duty, no emission tests today, no emission inspections today, inoperative inspection equipment, out to lunch, or will return at xx:xx a.m./p.m.
- ✦ “Closed” signs are to be located where they are prominently obvious to motorists from their vehicle.

- ✦ **Approved examples of “closed” sign locations:** overlay on state-certified sign (preferred method), inspection bay door (when door is in closed position) or portable sign (easel, tripod, etc.) at entrance of inspection bay.
- ✦ “Closed” signs are to be made of outdoor sign-grade materials of plastic, metal or treated wood. No paper, cardboard or untreated wood.
- ✦ Print on the “closed” sign is to be legible and no smaller than the size of the posted inspection fee.

Directions to Kennesaw Training Site

60 Chastain Center Boulevard • Suite 64 • Kennesaw • GA • 30144
800.449.2471

Coming from Atlanta on I-75

- Take I-75 North
- Take Exit # 271 – Chastain Road
- Go right off exit ramp onto Chastain Road
- Go to the fourth traffic light and make a right onto Chastain Center Boulevard
- Make an immediate left into Building 60 parking lot
- Drive around to the back of the building and we are in Suite 64

I-75 North to I-575

- Take I-75 North to I-575 North
- Take Exit # 3 – Chastain Road
- Go left off exit ramp onto Chastain Road
- Go to second traffic light and make a left onto Chastain Center Boulevard
- Make an immediate left into Building 60 parking lot
- Drive around to the back of the building and we are in Suite 64

Coming from I-285

- Take I-75 North
- Take Exit # 271 – Chastain Road
- Go right off exit ramp onto Chastain Road
- Go to the fourth traffic light and make a right onto Chastain Center Boulevard
- Make an immediate left into Building 60 parking lot
- Drive around to the back of the building and we are in Suite 64

Taking I-75 North to I-575 North is a quicker route with less traffic.

C.C.T.

- Call C.C.T. customer service at 770.427.4444

Directions to Camp Creek Training Site

3800 Camp Creek Parkway • Building 2400 • Suite 110 • Atlanta • GA • 30331 • 800.449.2471

From I-285

- Take Exit #2 for Camp Creek Parkway (this exit is in the SW quadrant of 285)
- Go West onto Camp Creek Parkway (away from the airport)
- Take a left onto North Commerce Drive
- Take the first right onto Centre Parkway
- Go to the first office building on the left (Building 2400)
- Turn right into parking lot – parking is permitted only in the lot at the very end of the building
- Look for suite 110 – it has a GCAF sign in the window

From I-75/I-85 (South to North)

- Take I-285 West towards Birmingham
- Go West onto Camp Creek Parkway (away from the airport)
- Take a left onto North Commerce Drive
- Take the first right onto Centre Parkway
- Go to the first office building on the left (Building 2400)
- Turn right into parking lot – parking is permitted only in the lot at the very end of the building
- Look for suite 110 – it has a GCAF sign in the window

Marta

- Call Marta customer service at 404.848.4711



Section V: I/M Program Rules
