

New Emission Inspection Station START-UP INFORMATION

Follow these steps in order, as outlined below, to open your new emission inspection station. Find additional information regarding each section in the New Station Information Packet.

SECTION 1 – Preparing to Open Your Station

1. **Contact Equipment Manufacturers** to research and obtain equipment.
2. **Contact Insurance Providers** to obtain appropriate insurance.
Please note: If you are an “All Vehicles Welcome Station” your insurance **MUST** show the limits of Garage Liability and the Garage Keepers endorsement.
3. **Read the Inspection Facility Requirements.** Complete the Site Evaluation Questionnaire and draw a Site Plan (sample diagrams included).
4. **Complete the Station Certification Application, in full.** Do not leave any blanks, do not use ditto marks, do not use the words “same as above”. Failure to comply will delay the opening of your station.
5. **Submit the Site Evaluation Questionnaire, the Site Plan Form, the Station Certification Application AND a copy of your Garage Liability Insurance** (and the Inspector Certification Application, if needed) **BY MAIL to:** Georgia’s Clean Air Force, 60 Chastain Center Blvd, Suite 64, Kennesaw, GA, 30144 Attention: Applications Coordinator. *Photocopies and faxes are NOT accepted.*

SECTION II – New Inspectors

6. **Complete the Inspector Certification Application**, if necessary. Instructions on how to complete the application are included in this section of the New Station Application Packet.

SECTION III – Next Steps

7. **Obtain two dedicated phone lines.** Call your local telephone provider to request that a new dedicated phone line be installed in your station, near your emission testing equipment. Important Note: This phone line must be dedicated to the use of the **TEST EQUIPMENT**. This line cannot be used with a fax machine 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, EPD and consumers with inquiries or complaints. The voice line number is printed on Vehicle Emission Inspection Reports (VIRs).
8. **Purchase a state-approved roadside sign from one of the four vendors listed in this section.** Your roadside sign will indicate the type of vehicles that can be tested (either “Newer Vehicles Only” or “All Vehicles Welcome”), the price for an inspection (between \$10-25) and the hours of operation.
9. **Once you have been notified of your Station ID and GAS ID**, call Diane Batt, 770.499.6546, to schedule your employees in the next available Inspector Certification Training class.
10. **Order your analyzer certificates**, which give your emission equipment the electronic ability to perform emission tests. Information on purchasing Certificates, Ecommerce, the Certification Requisition Form and the Rate Schedule are located in Section 3. For further assistance with certificate requisitions and on-line accounting, contact Lori Selvia at 770.499.6558.
11. **Order Q&A Brochures and Comment Cards by calling 1-800-449-2471, option #2.**
12. **Obtain a copy of the RepairWatch Public Report from a GCAF auditor or download a copy from the GCAF website, www.CleanAirForce.com.** The Q&A Brochures, Comment Cards and 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, Emission Supply, 678-344-2005 or Stan Stephenson, 610.992.9838.**
14. Finally, after completing these steps and receiving your equipment, **call Neil Bisig at 770.499.6549 for a Required Materials checklist and to schedule your Certification Audit.** This should be done at least 24 hours **after** faxing in your Certificate Requisition Form.

SECTION IV – General Information

15. For additional program information, please visit our website at www.CleanAirForce.com or call **1.800.449.2471**, option #2 for Station Assistance. **Industry Advisory Board members are also available to answer specific questions regarding station management.** Please go to “Station Information”, the “Industry Advisory Board” on the GCAF website for members contact information.

SECTION V – I/M Program Rules