

Georgia's Clean Air Force (GCAF)

STATION OWNER PRESENTATION

Tips to help you successfully open
your emissions testing station!



PURPOSE OF THIS PRESENTATION

1 Expedite the station startup process.

2 Inform station owners of program requirements and their oversight responsibilities.

Per I/M Act and DNR Rule 391-3-20.09 (2) (i)

3 Educate station owners about ongoing maintenance and managerial functions within the analyzer software.

4 Assist station owners with identifying and reporting fraudulent activity.

5 Educate station owners on the positive impacts of their efforts, plus the benefits to motorists in metro Atlanta.

PURPOSE OF THIS PRESENTATION

“ A station owner shall be responsible for all emissions inspections conducted at his or her station and be responsible for providing adequate oversight to ensure the station and inspectors comply with the requirements of the program. ”

DNR Rule 391-3-20-.09

PRESENTATION TOPICS

- **Introduction to GCAF and EPD**
 - What is GCAF?
 - Air Quality Impacts
 - Available Resources
- **Operations & Procedures**
 - Station Owner Accountability
 - Testing Procedures
 - Violations and EPD Enforcement
 - I/M Rules and Regulations
- **How To Identify & Report Fraud**
- **Allow At Least 12 Weeks to Open Your Station**
 - 11 Steps To Open Your Station
 - Requirements for Station Application
 - Steps for Station Certification
- **Station Requirements**
 - Facility Requirements
 - Insurance
 - Electronic Certificates (E-Certs)
 - Inspector Training
 - Emissions Equipment
 - Certification Audit

PRESENTATION TOPICS continued

- **Fleet and Mobile Stations**
- **Public Outreach**
 - Required Documents and Signs
 - Improving Repairs
 - Industry Advisory Board (IAB)
- **Ongoing Manager Responsibilities**
 - Managerial Functions on Analyzer (Gas Analyzer System [GAS])
 - Access Codes
 - Always Be Prepared for an Audit
 - Updating Information
 - Ongoing Compliance
- **Scenarios To Consider**

INTRODUCTION TO GEORGIA'S CLEAN AIR FORCE (GCAF) AND ENVIRONMENTAL PROTECTION DIVISION (EPD)



WHAT IS GCAF?

- Georgia's Clean Air Force (GCAF), in partnership with the Georgia Environmental Protection Division (EPD), manages the state's Vehicle Emissions Inspection and Maintenance (I/M) Program.
- The purpose of the program is to improve air quality in the 13 non-attainment* counties in Georgia ([read more](#)).
- Inspection stations in Georgia are independently owned and operated.
- Each year approximately three million vehicles are tested.
- The program has identified and cleaned up more than 4.1+ million heavy-polluting vehicles since the program started in 1996.
- To learn more about GCAF:
 - Visit our website, located at www.cleanairforce.com.
 - Contact GCAF Station Assistance at 1.800.449.2471, option #2, or via email at industry@cleanairforce.com.
- [Learn about ambient air quality and non-attainment areas.](#)

AIR QUALITY IMPACTS

WHY IS EMISSIONS TESTING NEEDED?

Dirty cars = dirty air

- Cars and trucks are a big part of air pollution in Atlanta. They emit chemicals that react with sunlight to produce smog, a thick fog or haze of polluted air.
- Smog makes it difficult for many people to breathe. You may be familiar with hearing about Atlanta smog alert days.
- Sometimes air pollution is **visible**; however, more often, it is **invisible**.
- Dirty air causes all kinds of health problems, ranging from asthma to heart disease to lung cancer.

There is good news!

- Vehicle emissions testing helps keep metro Atlanta's cars clean.



AIR QUALITY IMPACTS

WHY IS EMISSIONS TESTING NEEDED?

- Emissions testing works!
- Regular car care and inspection keeps the metro Atlanta air cleaner.
- Repairing dirty cars keeps pollutants out of the air.
- If the chemicals don't reach the air, smog can't form.
- The cleaner the air is, the better we breathe and the healthier we will be.



AIR QUALITY IMPACTS

WHY IS EMISSIONS TESTING NEEDED?

Georgia Communities
breathe healthier air
because of you.




GEORGIA'S
Clean Air Force®
GEORGIA ENVIRONMENTAL PROTECTION DIVISION

Emission Testing Works
CleanAirForce.com

By becoming a part of the Georgia's Clean Air Force emissions testing program, your business will play an important role in improving metro Atlanta's air quality! Your business will improve the air we breathe!

AVAILABLE RESOURCES FOR ASSISTANCE



Online

[GCAF Website](#)

[GCAF Dashboard](#) (online portal for station assistance)



Call Center

1.800.449.2471

Select option 2



Email

industry@cleanairforce.com



Live Chat

www.cleanairforce.com

Select "Live Chat"

BENEFITS OF THE GCAF DASHBOARD



Access to GCAF station dashboard, www.gadashboard.com, offers stations the ability to:

- Purchase and manage E-Certs 24/7
- View and print unused E-Certs
- View and print E-Cert reports

BENEFITS OF GCAF DASHBOARD continued

Access to www.gadashboard.com offers stations the ability to:

- Find discrepancies in number of certs used versus paid tests – this can be a sign of fraud that owners need to watch out for
- Add and delete inspectors
- View audits and auditor comments; print audit reports
- Review GAS messages
- View testing history and monitor inspectors
- Submit station recertification applications (station owners)
- Submit Station Information Updates
- View and print individual *RepairWatch* Repair Facility Summaries

Please note: the GCAF Dashboard is available via the internet only; it is not accessible through your Georgia Analyzer System (GAS) unit.

See Station Personnel Quick Guide To The Dashboard.

OPERATIONS & PROCEDURES

STATION OWNER ACCOUNTABILITY

- Opening and operating an emissions inspection station is a more complex process than simply installing equipment and ordering analyzer certificates (also known as E-Certs).
- **As a station owner, you are accountable for ensuring compliance with the Inspection and Maintenance (I/M) Act, Department of Natural Resources (DNR) rules, GAS message instructions, and the information in this presentation at all times.**
- The Georgia Motor Vehicle Inspection and Maintenance Act and DNR rules always take precedence over any other guidance.
- It is recommended that you review the GCAF Audit Checklist to ensure proper station setup and compliance.



[View the rules and regulations.](#)

TESTING PROCEDURES

- If a vehicle is presented for an initial test, it must be tested.
 - When a vehicle is presented for an initial inspection, you must **perform a paid test**, even if the “Check Engine” light is on.
 - “No Pass – No Pay” is not allowed.
- A motorist is allowed **one free retest** for every paid test if the motorist returns to the original station within 30 days.
- **Once you begin a test, you must complete it.** Aborting a test is only allowed for a few reasons, including safety precautions and RPM range.



VIOLATIONS AND EPD ENFORCEMENT continued

- If you do not perform an emissions inspection for 90 days and you do not request a closeout, your GAS unit will be taken offline due to inactivity. Stations must receive a passing audit to reactivate a GAS unit.
- Stations that are active are required by law to perform inspections. Failure to do so can result in station license suspension, revocation, and/or monetary settlement.
- Inspector access codes are strictly confidential. Station owners cannot demand that inspectors provide their access codes. This scenario can result in both the inspector and the station owner having legal action taken against them and **could result in the station license being revoked.**

VIOLATIONS AND EPD ENFORCEMENT continued

- A station certificate is not transferable to a new owner. When a station is sold, the current owner must request a closeout audit. Failure to close out a station is a violation of state law and could result in an enforcement action against the person or corporation to whom the license was issued. Even if a person no longer owns a station, an enforcement action can still be applied.
- Stations and inspectors who have had their licenses revoked are not eligible to re-apply for a license for at least two years.
- Pursuant to DNR rules and the I/M Act, any eligible vehicle presented for an inspection must be given a complete paid inspection. Vehicles cannot be refused an inspection because the malfunction indicator light (MIL) is on, the catalytic converter is missing, or the fuel cap is missing or fails to hold pressure. Once the inspection begins, the test must be completed. Failure to do so may result in an enforcement action.
- Stations that do not utilize the GCAF Audit Checklist may have audit deficiencies, which, if left unresolved, may result in enforcement actions. Station owners receive a Letter of Deficiency (LOD), which shows exactly what needs to be done to correct the problem and to stay in compliance with program rules and regulations.

VIOLATIONS AND EPD ENFORCEMENT continued

- Unauthorized relocation of a GAS unit may result in an enforcement action.
 - To move an analyzer from its certified location to elsewhere within the premises (on site, same address), submit a Station Information Update Form via the website or GCAF Dashboard with a site drawing of the new location to GCAF. The station must receive a passing audit to receive approval. The new location must meet all the requirements of the original certification.
 - If a station has only one GAS unit and the station owner wants to move it to a different address, you must close the analyzer prior to moving it. Do this by submitting a Closeout Request. You may not resume testing until another analyzer has been certified and passed an audit. You must post a “closed” sign until the analyzer is replaced, certified and has received a passing audit.
 - If a station has more than one analyzer and will stay open using the remaining analyzer(s), the station only needs to close out the analyzer that it wishes to relocate. Do this by submitting a Closeout Request.

I/M RULES AND REGULATIONS

- If you attend inspector certification training, you will be given an Emissions Inspector Certification Training Manual. The I/M Rules and Regulations are in the back of the manual and posted online.
- Print a copy of the rules and regulations, read them and keep them available for your reference.

Reminder! A station owner will be responsible for all emissions inspections conducted at their station and be responsible for providing adequate oversight to ensure the station and inspectors comply with the requirements of the I/M Act and DNR Rules (391-3-20-.09). If needed, please ask for clarification on any of the rules and regulations.



[VIEW FORMS AND APPLICATIONS](#)

HOW TO IDENTIFY AND REPORT FRAUD

HOW TO IDENTIFY AND REPORT FRAUD

If you see any of the following, please correct the situation and promptly report it to GCAF Station Assistance at 1.800.449.2471, option #2. Reports can be anonymous.

Improper testing or fraud may be occurring at your station if...

- The green master pass cap or an alternate cap is attached to the gas cap tester at all times.
- A notebook or small pieces of paper with VINs on them are around the analyzer.
- An inspector is not wearing his/her ID badge while performing a test.
- Numerous tests (above normal business flow) are being performed after business hours or when the station owner or manager is off site.

Reminder! Station owners are responsible for providing adequate oversight to ensure the station and station personnel comply with the requirements of the Act, this Chapter, and the Emissions Inspector Certification Training Program Manual.

[See rules.](#)

HOW TO IDENTIFY AND REPORT FRAUD continued

Improper testing or fraud may be occurring at your station if...

- An employee that is not a certified inspector is using a certified inspector's finger vein scan access, picture ID and/or access code to perform tests.
 - **Tip!** Review the test history using GCAF Dashboard tools to determine if any tests were performed by your inspector when not scheduled to work.
- You notice a discrepancy in the number of E-Certs used and the number of tests for which you received payment.
- Tests are being performed but the analyzer is not calibrated.
 - **Tip!** Know how to calibrate your analyzer and check it often.
- The same vehicle is in the test bay for a very long time.

**ALLOW AT LEAST
12 WEEKS TO
OPEN A STATION**

ALLOW AT LEAST 12 WEEKS TO OPEN A STATION

11 STEPS TO OPENING YOUR STATION

1. View this entire **MANDATORY** Station Owner Presentation.
2. Order equipment and obtain the correct insurance for your station.
3. [Submit a complete and accurate application online](#), upload the required documentation, and begin your inspector certification process.
4. Receive conditional approval to proceed with station preparation. This includes receiving your dashboard credentials and submitting your E-Certs order.
5. Obtain access to the GCAF Dashboard, located at www.gadashboard.com (station owner/manager).
 - [See dashboard benefits.](#)
6. Purchase E-Certs.
7. Review the [GCAF Audit Checklist](#). [See example > next page.]

GCAF AUDIT CHECKLIST



Audit Checklist

Your success is important to us. Georgia's Clean Air Force (GCAF) auditors will check the following tasks during a routine audit.

Public Information & Consumer Protection/Business Administration

- Sign reflects proper specs, test type, hours, fee, and is in public view.
- Current RepairWatch Public Report is on public display.
- Motorists Rights' poster is on public display.
- GCAF information brochures are available to public.
- Legible/usable VIR is available to motorist (printer is functional).
- Station is open during posted "Open" hours.
- "Closed" sign is posted while station is not open.
- Station is charging correct price as listed on GCAF sign.
- Viewing area or CCTV available for motorist to view test.
- Inspectors wear GCAF badge during test, above waist.
- Valid Station Certificate of Authorization is posted.
- Valid business license is available on request.
- Valid insurance documents are available on request.
- General station information on file with GCAF is current.
- Inspectors listed in the GAS analyzer are affiliated with station.
- Dedicated transmission line connected to the Georgia System (GAS) unit(s).

Document and Site Requirements

- Lanes have all required fuel cap adapters.
- Station has adequate space for staging at least four vehicles.
- Station has adequate ventilation.
- Current fuel cap adapter manual is present at station.
- DLC locator chart is present at station.
- Current inspector training manual is present at station.
- Inspector on duty present while station is open.
- Lockout status function found in the quality assurance menu of the Georgia Analyzer System (GAS).
- Electrical components and cables for the GAS unit(s) are in working condition.

Air Quality/High Priority Audit Tasks

- Emissions inspections correctly conducted by inspector.
- GCAF auditors allowed to obtain station signature for Release of Liability, if applicable.
- Allow for entry: GCAF auditors need to ensure compliance to program rules.
- All lanes have required fuel cap adapters in proper condition.
- Station has the proper hoses, connectors, filters, and probe tips.
- Single and dual leak check. If the single fails, no testing. If the dual fails, no testing dual exhaust vehicles.
- Fuel cap calibration. If fails, no testing.
- Analyzer check for latest software, hardware versions, time/date status page outdated. If fails, no testing.
- Tamper lock check. If issues, no testing.
- GAS bench check. If bench fails 5 gas/calibration, no testing.
- Analyzer is in original location. If moved, no testing.
- Correct station owner is listed. If incorrect, no testing.

BE PREPARED AND READY.

ALLOW AT LEAST 12 WEEKS TO OPEN A STATION

11 STEPS TO OPENING YOUR STATION continued

8. Prepare your station and equipment; ensure inspectors are certified.
9. GCAF will schedule and conduct your certification audit.
 - **Note:** When the GCAF auditor arrives for the certification audit, if he or she finds that your station layout, information, or paperwork is inaccurate or different from what was originally submitted, the certification may be delayed or cancelled until the deficiencies are corrected.
10. Receive official approval.
11. Receive Certificate of Authorization.

ALLOW AT LEAST 12 WEEKS TO OPEN A STATION

REQUIREMENTS FOR STATION APPLICATION

- The following required attachments must be scanned or otherwise attached to accompany the online application submission:
 - ✓ Current years' business license
 - ✓ Current W-9 for the business
 - ✓ A copy of the station's Certificate of Liability insurance
 - ✓ Site Plan Drawing
 - ✓ Owner's ID (driver's license/state ID/voter ID/passport/tribal ID/government employee ID)
 - ✓ O.C.G.A. §50-36-1(e)(2) Affidavit ([see example affidavit](#))
 - This form must be notarized.
 - ✓ Documentation from your internet service provider, including the static IP address



[VIEW FORMS AND APPLICATIONS](#)

ALLOW AT LEAST 12 WEEKS TO OPEN A STATION

REQUIREMENTS FOR STATION APPLICATION continued

- Applications are processed in the order they are received and are reviewed by EPD. There is an extensive administrative process required to activate a station, which includes conducting a station history investigation.

ALLOW AT LEAST 12 WEEKS TO OPEN A STATION

STEPS FOR STATION CERTIFICATION

1. GCAF will provide your [GCAF Dashboard](#) credentials so that you may submit an order to purchase E-Certs.
2. You must have at least one certified inspector to open a station. If you are not an inspector or do not have one, you or your inspector prospect must complete an [inspector application](#) and schedule inspector certification training. [View details on inspector training](#).
3. GCAF will provide your station number(s) upon conditional approval.
4. You must prepare your equipment and designate a waiting area.
5. GCAF will schedule and conduct your certification audit.
6. Once your station passes the audit, you will receive **official approval**.
7. You will receive your Certificate of Authorization.

BE AWARE

- Be aware that an inspector or station owner whose license has been revoked cannot reapply for a license for at least two (2) years from the date of revocation.
 - After two years, a new application may be submitted. It will be sent to the EPD for review and it may or may not be accepted.
- Even though you may have already bought an existing station, you cannot operate this station as the owner. You must submit an application in your name and recertify the station via the new owner certification process.
- **If you are buying an existing station:**
 - The existing owner must submit a closeout request prior to the certification audit and in order for the new application being approved.
 - All applications will be sent to EPD for review.
 - **Operating a station under a previous station or owner name is a violation of the I/M rules.**

STATION REQUIREMENTS

FACILITY REQUIREMENTS

- Review the Pre-Certification Checklist and the Required Materials/Information Checklist.
- You must have one telephone line (cell phone lines are acceptable) to conduct daily business and to receive phone calls from motorists, GCAF and EPD.
- You must contact your internet provider and **request a public static IP address for each GAS unit.**
- You must have a designated, safe waiting area from which motorists can have a clear view of their emissions tests being performed. If this is not a separate room, the area must clearly be marked out on the floor. If a clear view is not possible, you must install a closed-circuit TV (CCTV) and keep it operational during all testing.
- You must ensure a safe environment for your customers.



[VIEW FORMS AND APPLICATIONS](#)

INSURANCE REQUIREMENTS

- Stations must provide proof of a minimum of \$100,000 general liability coverage as required in the DNR Rule 391-3-20.09(2)(k).
 - The rules and regulations state the insurance certificate must show a limit of the garage liability.
 - The words “Garage Liability” may be printed under “General Liability,” under “Other,” or under “Garage Liability,” and the dollar limit printed under “Limits.” Simply checking a box indicating that the insurance includes garage liability is unacceptable.
 - The station name and station address must be on the the Certificate of Liability insurance and must exactly match the station name on the business license and the dashboard.

INSURANCE REQUIREMENTS continued

- Your Certificate of Liability Insurance must be renewed annually.
- A copy of the Certificate of Liability Insurance must be emailed to GCAF each year when you renew your insurance and a copy of the most recent and valid Certification of Liability insurance must be submitted when you renew your station license, as well.
 - We recommend you add Georgia's Clean Air Force as the insurance certificate holder so GCAF automatically receives renewals and change notices. Notices should be sent to GCAF Central, 445 Atlanta South Parkway, Suite 150, Atlanta, GA 30349.
- 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 EPD and GCAF auditors.

LIABILITY INSURANCE

Q. What is Liability Insurance?

- A.
- Liability insurance is “insurance covering the insured against losses arising from injury or damage to another person or property.” – Dictionary.com.
 - Such insurance guarantees financial protection to an insured party who might be required to pay damages resulting from legally negligent conduct.
 - **Contact your insurance provider for detailed information regarding coverage.**

GARAGE LIABILITY INSURANCE

Q. What is garage liability insurance?

- A.
- Garage liability insurance is purchased by someone who owns any of the following: an on-board diagnostic (OBD), a repair shop or some other auto service center.
 - It typically covers liability for the premises and operation, products, and completed operations, in addition to automobiles owned by the business, but not customers' cars left in the care of the shop.
 - The words "Garage Liability" may be printed under "General Liability," under "Other," or under "Garage Liability," and the dollar limit printed under "Limits." Simply checking a box indicating that the insurance includes garage liability is unacceptable.

ANALYZER ELECTRONIC CERTIFICATES (E-CERTS)

E-Cert Purchasing

▼ Analyzer Details (Click to Hide...)

Stations: Sort by Station Name	Analyzers:	Unused E-Certs:
SELECT... ▾	SELECT... ▾	<input type="text"/>
Additional E-Certs		
50 - \$201.00 ▾	<input type="button" value="Add to Order"/>	

- An E-Cert is used by your analyzer for every paid test.
 - You can only charge between \$10 and \$25 for an emissions inspection. Surcharges are not allowed.
- Stations will purchase E-Certs on the [GCAF Dashboard](#). Your user name and credentials will be provided when the station receives conditional approval.
 - **The first E-Cert order for a new station must be purchased via credit card (MasterCard or Visa only), unless the station completes the E-Cert ACH Form.**
 - New stations must purchase a minimum of 200 E-Certs
Additional orders require a minimum of 200 E-Certs.
 - A block of 200 E-Certs costs \$804.

ANALYZER ELECTRONIC CERTIFICATES (E-CERTS) continued

- Existing stations (stations pre-certified prior to 2014) must purchase a minimum of 100 E-Certs.
 - A block of 100 E-Certs costs \$402.
 - E-Certs are assigned to specific analyzers and can be assigned in blocks of 50 per analyzer.
- Station owners will manage their E-Cert supply and station accounting with the GCAF Dashboard tools.

ANALYZER ELECTRONIC CERTIFICATES (E-CERTS) continued

How To Order E-Certs

There are two methods for ordering and paying for E-Certs. Both utilize E-commerce on the GCAF Dashboard.

- You can pay for E-Certs by having funds:
 1. Deducted securely from your checking account using the ACH method; or
 2. Pay with a credit card (MasterCard and Visa only). Checks are not accepted.
- E-commerce offers secure access for station owners to manage station accounting and order E-Certs 24 hours a day/7 days a week.
- Station owners must have Internet access and an email address.

ANALYZER ELECTRONIC CERTIFICATES (E-CERTS) continued

How To Order E-Certs By ACH Draft From Your Checking Account

- Print the [ACH Authorization form](#).
 1. Complete the form.
 2. Scan a deposit slip or canceled check.
 3. Upload the form and scanned copy of the deposit slip with your application, so that your account can be created.
- You will receive a confirmation email from GCAF after your account is established, with instructions on how to place an order.
- From that point forward, you will be able to order certificates from the GCAF Dashboard without having to enter your banking information each time.

ANALYZER ELECTRONIC CERTIFICATES (E-CERTS) continued

How To Order E-Certs And Pay By Credit Card (MasterCard or Visa only)

- Complete the E-Cert order form on the [GCAF Dashboard](#).
- Select the credit card method of payment
- You will be required to enter your credit card information each time you place an order using this method.

INSPECTOR TRAINING

- Prior to enrolling in inspector training, the individual's Inspector Certification Application must be completed and submitted online with all required documentation attached.
- Space for inspector training is limited; therefore, students who are scheduled must attend.
- A student who does not attend their scheduled class and does not provide at least 48 hours notice of non-attendance must wait 90 days to email industry@cleanairforce.com to re-register.
 - If the student's absence was due to an emergency, the student can provide GCAF with a copy of a doctor's note, police report, and/or any additional documentation, as approved by GCAF, that is signed and dated.

INSPECTOR TRAINING continued

- New inspector class is two (2) days. Re-certification class is one (1) day.
- Inspectors must be re-certified every two (2) years. Inspectors are responsible for ensuring that their license does not expire. The expiration date is located on the inspector ID badge. Inspectors should mark their calendars with re-certification dates.
- GCAF has two training sites: GCAF Central and GCAF North.
- Class begins promptly at 9 a.m. Students must arrive by 8:30 a.m. to ensure entry into the class.
- During inclement weather, watch WSB-TV for GCAF and/or EPD closings. GCAF will be closed if the Georgia EPD is closed.

EMISSIONS TESTING EQUIPMENT

- To order equipment, contact any of the certified equipment manufacturers (EMs) to select which equipment is best for you.
- Your equipment must be purchased or leased, have all required accessories, and be installed before your certification audit. **Your equipment manufacturer, model number, serial number, and static IP address must be known and included when you submit your station application.**
 - If your service provider has not provided you with proof of your static IP address, your certification or re-certification application may be delayed.
- For ongoing assistance with operating and maintaining your analyzer and emissions testing equipment, contact your EM.
- Before purchasing **used** equipment, it is recommended that the equipment manufacturer (EM) be contacted to verify the unit is fully functional.

CERTIFICATION AUDIT

- You will be notified in advance of the audit date and timeframe. The GCAF auditor may arrive very early in the morning to perform your certification audit. If you and your analyzer are not ready for the audit, you will be rescheduled. Please be ready!
 1. Warm up the analyzer in the morning when you open for business and keep it on throughout the day.
 2. Either the station owner, manager or a station representative must be on site during the entire audit.
 3. There must be a certified inspector on site for the entire day of the scheduled audit.
 4. Inspectors must wear their GCAF ID badge while performing tests.
 5. Have an adequate supply of calibration gas on site. The gas bottles must be properly labeled and cannot be expired.



[Review the GCAF Audit Checklist in preparation.](#)

CERTIFICATION AUDIT *continued*

6. Ensure your printer is working properly and that you have extra printer ribbons/ink.
7. Ensure Certificate of Liability Insurance is accessible and valid. The auditor will ask to see this certificate.
8. Ensure your inspector has a contact phone number for the station owner in case of emergency, or for assistance with locating required documents for the GCAF auditor.
9. Ensure your station layout matches the submitted site plan. Analyzers, bays, viewing area, etc., must match your site plan (not the example) in order to pass the certification audit.

FLEET AND MOBILE STATIONS

FLEET STATIONS

- To be classified as a fleet station, you can only perform emissions tests on your wholly-owned company vehicles.
- Fleet stations cannot perform any public testing.
- [See the annual fleet testing schedule.](#)

Emissions Inspection Schedule

January

Business names starting with A or B.

February

Business names starting with C or D.

March

Business names starting with E or F.

April

Business names starting with G or H.

May

Business names starting with I or J.

June

Business names starting with K or L.

July

Business names starting with M or N.

August

Business names starting with O or P.

September

Business names starting with Q or R.

October

Business names starting with S or T.

November

Business names starting with U, V or W.

December

Business names starting with X, Y or Z.

MOBILE STATIONS

- You must have an existing regular testing station before you can add a mobile testing unit.
- **Mobile testing units can only perform emissions tests on another company's fleet vehicles.**
- Mobile testing units cannot perform any public testing when testing away from the base.
- If you are temporarily using a mobile unit at the base station, the unit must be connected via your static IP address, just as the base unit must be.
- All tests must be uploaded within 72 hours from the time they are performed.
- The GCAF industry team will provide you with the mobile testing schedule form. Your mobile testing schedule must be emailed to the GCAF audit team at industry@cleanairforce.com at least 24 hours before you perform the tests.

PUBLIC OUTREACH



REQUIRED DOCUMENTS: Q&A BROCHURES

- Question and Answer (Q&A) brochures for the current year must be displayed and made available to the public at all times.
- **If a vehicle does not pass inspection, the inspector must provide a Q&A brochure to the motorist.**
- You may pick up 100 brochures (50 brochures per pack) at one time by visiting one of the two GCAF training locations, [GCAF Central](#) or [GCAF North](#). There is no charge for brochures.
 - Spanish Q&A brochures are available in limited quantities.
- You may pick up brochures once you receive your station ID number(s). Additionally, the GCAF auditor will provide a few brochures upon performing the certification audit.
- The Q&A brochure provides all the information the motorist needs to know when the vehicle fails, including maintenance tips, common failure reasons, and [customer service locations](#).

REQUIRED ITEMS: POSTERS & ID BADGES

- A GCAF Motorists' Rights Poster must be posted in view for the public at all times.
 - The GCAF auditor performing your certification audit will provide you with your first poster.
 - Additional posters cost \$10 and can only be purchased at the GCAF Central office by money order, made payable to "Applus Technologies."
- Inspectors must always wear an ID badges on their torso while performing inspections.
 - Replacement inspector ID badges cost \$25 and can only be purchased at the GCAF Central office by money order, made payable to "Applus Technologies."

1 BEFORE YOU TEST

CHOOSE VEHICLE MAINTENANCE is the best way to help your vehicle run efficiently and pass inspection.

TEST EARLY! We recommend having your vehicle tested 4 weeks prior to the registration renewal date to allow ample time for any needed repairs and reasons.

IF BUYING A USED VEHICLE: By law, it is the seller's responsibility if the seller is located within the 30-day testing period to provide a valid passing emissions inspection at the time of sale if the vehicle being sold is to be registered by the buyer in one of the 13 metro Atlanta covered counties.

2 DURING TESTING

WARNING! From 1981 inspection stations (also called "Check Engine" or "Service Engine Soon" signs) on your vehicle will not pass the inspection. This is a safety reduction in time to repair emissions-related problems caused by your vehicle's OBD computer. The problem may be as minor as a loose fuel cap up to as major as an emissions control system failure.

3 EXEMPTIONS AVAILABLE

SHOW EXEMPTION: If you are the primary registered owner AND are 65 or older AND your vehicle is at least 10 years old AND you drive it less than 5,000 miles per year, you may apply for a Special Exemption in your county's office or a GCAF Service Center.

EMERGENCY VEHICLES: The three most recent model years, vehicles 25 years old or older, vehicles with a GVWR gross vehicle weight rating of greater than 8,000 pounds, motorcycles, recreational vehicles (RVs), motor homes, and vehicles equipped exclusively or almost exclusively for off-road use.

4 AFTER YOU TEST

AN INSPECTION IS VALID for 12 months.

However, the inspection can only be used once by the same owner for registration renewal. If you purchase a used vehicle which has a passing inspection, you may use it for your INITIAL registration provided the inspection is less than 12 months old at the time you register the vehicle.

IF YOU HAVE AN OBD WITH YOUR TEST

DATA ENTRY ERROR: If an inspector enters any incorrect vehicle information (VIN, year, model, mileage, etc.) when performing an inspection, another valid test must be performed at the test site for the driver's vehicle to correct the error. An inspector cannot take the motorist's time related to correct an inspection error.

CHALLENGE OF TEST'S ACCURACY: If you have a valid reason to dispute the method or accuracy of your inspection, you have the right to request a business that within 15 days of the inspection, Contact a GCAF Service Center for more information.

COMMENTS! If you wish to provide a comment about your testing experience, see the GCAF brochure/business card for details on how to submit a comment card via mail or email. Visit www.cleanairforce.com/feedback for additional ways to submit feedback.

IF YOUR VEHICLE DOES NOT PASS

- A FREE RETEST may be obtained if you return to the original inspection station within 30 days of the initial inspection (the timeframe includes the day of the retest inspection).
- The inspector must give you a GCAF OBD brochure or business card and Emissions Repair Plan.
- Inspectors are also required to inform motorists of an **EMERGENCY PUBLIC REPORT** which lists repair shops by zip code having an 80% or better success rate in emissions-related repairs.
- Inspectors are also required to inform motorists of a **PRIOR TO AUTHORIZING REPAIRS**, we recommend researching recalls, technical service bulletins (TSBs) and manufacturer and dealer warranties regarding your vehicle's emissions control system.
- If emissions-related repairs exceed the Repair Waiver limit amount, ask about the qualifications for a Repair Waiver (see GCAF brochure/business card for details).

100%LAW ENFORCEMENT COMPLIANCE: All test stations are subject to 100% random compliance audits by the EPA and state enforcement agencies. For more information, visit www.cleanairforce.com.

For cleaner information, visit us on the web or request a copy: www.cleanairforce.com
 한국에오 시 세오트 보 시오 시오기 www.cleanairforce.com 보 영문 사이트
 (a) built thing tin kalm to bang bang VML, hly try tlp www.cleanairforce.com
 한국에오 시 세오트 보 시오 시오기 www.cleanairforce.com

Clean Air Force
 @CleanAirForce.com
 1.800.449.2471
 info@cleanairforce.com

This document includes only a summary of the Rules and Regulations for Georgia's Inspection/Maintenance Program. The complete official Rules and Regulations for Chapter 291-3-20 are listed at cleanairforce.com.

REQUIRED DOCUMENTS: REPAIRWATCH

GCAF produces two emissions repair reports quarterly:

1. **The RepairWatch Public Report booklet, which is REQUIRED FOR PUBLIC DISPLAY.**
 - This quarterly booklet must be displayed and available to the public at all times.
 - It includes a list of qualified emissions repair shops that have reported a pass rate of 80% or better on retest.
 - This report is generated by using the repair facility phone number on the Emission Repair Form.
 - Stations are mailed one booklet per location each quarter.
 - The report is also posted online at <https://cleanairforce.com/common/repairwatch>. You can print a replacement booklet from the website or the [GCAF Dashboard](#).



REQUIRED DOCUMENTS: REPAIRWATCH

RepairWatch PUBLIC REPORT

A quarterly repair effectiveness report from Georgia's Clean Air Force (GCAF)



Repair facility listings for the metro Atlanta area



DO NOT REMOVE FROM STATION

Tip: For motorists whose vehicle fails, the inspector can suggest the RepairWatch Public Report to help motorists find repair locations and repair waiver requirements.

REQUIRED DOCUMENTS: THE FACILITY SUMMARY REPORT

GCAF produces two emissions repair reports quarterly:

2. The Facility Summary Report, which is **OPTIONAL FOR DISPLAY**.
 - This report is posted each quarter on the GCAF Dashboard.
 - Repair facility owners/managers can acquire access to view their online reports by contacting GCAF Station Assistance at 1.800.449.2471, option #2, or via email at industry@cleanairforce.com.

REQUIRED STATION SIGNAGE

- All public testing stations* are required to display a state-certified sign near the street or in a location that can be easily viewed by motorists driving by.
- **The station sign must be made according to state specifications**, including proper information, layout, font, and colors. If the sign does not meet specifications, your station will fail the audit task and you will be required to purchase a compliant sign.
- You may purchase a sign from one of the providers on the list of approved vendors listed on the GCAF website.
- The state-certified sign shows that the station is part of the EPD I/M Program.



[View the requirements and list of approved sign vendors.](#)



*Fleet stations are not required to display this sign.

REQUIRED STATION SIGNAGE continued

- Replace the sign if it becomes damaged or faded.
- If your station is not open during the hours listed on your sign, then you must post a “closed” sign on the roadside sign, on the bay door, or within view of the motoring public.
- All state signs must display consistent and accurate information.
- If your station offers coupons, the price you charge for a test must match your roadside sign and must be offered to all motorists (the price the motorist is charged, plus the amount of the coupon, must equal the amount quoted on your signage). The emissions test cannot be discounted below \$10.
 - The coupons should be readily available during an audit so the GCAF/EPD auditor can verify that proper procedures are being followed.
- Stations may charge a fee for customers who pay using a credit or debit card versus cash. The sign must clearly state a cash fee versus a credit fee in the proper fee format (blue oval with white characters). Any fee charge for credit/debit transactions cannot exceed \$25.

GAS MESSAGES

Georgia Analyzer System (GAS) Messages

- Important messages are sent to you via the analyzer. The messages advise your inspectors to print and post the messages as soon as they are received.
- **Perform a data file refresh (DFR) daily to receive messages.**
 - For assistance with performing a data file refresh (DFR), contact your analyzer equipment manufacturer (EM).
- GCAF and the EPD require you to keep all GAS messages for quick reference.
- Email GCAF at info@cleanairforce.com if you would like to receive GAS messages via email.

IMPROVING THE ACCURACY OF EMISSIONS REPAIRS

- The **RepairWatch E-news** is a quarterly newsletter emailed to station owners and inspectors.
 - The newsletter includes emissions testing and repair tips and news.
 - To begin receiving this newsletter, email GCAF at info@cleanairforce.com.

GEORGIA'S Clean Air Force
GEORGIA ENVIRONMENTAL PROTECTION DIVISION

REPAIRWATCH E-NEWS

March 2022

Don't Be a No-Show

Is your inspector certification or recertification coming up? Make sure you attend your scheduled training!

- Station owners/managers are encouraged to remind their employees to attend training on the scheduled day and to assist employees with gaining base knowledge of the vehicle emissions testing process.
- Cancellations must be emailed to industry@cleanairforce.com at least two business days in advance.
- If a student does not show for class, a doctor's note, police report, or any additional documentation as approved by GCAF, that is signed and dated, must be submitted to GCAF in order to re-register promptly.
- **If the student cannot provide the documentation mentioned above, he or she must wait 90 days to email industry@cleanairforce.com to re-register.**

[See inspector certification and recert reminders.](#)

Test Prep Tips

Preparation is key to ensuring you pass your annual emissions test. GCAF recommends the following tips to prepare for your test:

1. Check common components during routine tune-ups. The most common reasons for emissions test failures include: a malfunction in the components of the vehicle that regulate the fuel/air ratio, such as the oxygen sensor and the EGR valve; a dirty air filter; misfiring spark plugs; leaks in the vacuum system; or a poor-fitting fuel cap.
2. Have your oil changed regularly.
3. Replace your fuel cap securely after filling up.
4. Keep the sealing surfaces of your fuel cap clean and in good condition.
5. Keep your tires properly inflated.

[See more testing preparation tips.](#)

INDUSTRY ADVISORY BOARD (IAB)

- Station owners are invited and encouraged to attend meetings of the Industry Advisory Board (IAB), a stakeholder group comprised of inspection station owners, stakeholders, and representatives from the public sector.
- The IAB meets to discuss policies and procedures in Georgia's I/M program; meetings are open to all station owners and emissions inspectors.
- For additional information and to view the meeting schedule, visit the GCAF website or contact the current IAB chairman at rp@speedemissions.com.



[View IAB information online.](#)

ONGOING MANAGER RESPONSIBILITIES

MANAGERIAL FUNCTIONS ON ANALYZER

- Always refer to the **user manual** from your equipment manufacturer.
- **Review Certificate Inventory:** This displays the number of certificates currently remaining in inventory.
- **A data file refresh (DFR) should be performed at least once daily** to receive GAS messages, vehicle reference table (VRT) updates, inspector information updates, and e-certs that were ordered. Contact your equipment manufacturer (EM) for directions on how to perform a data file refresh, if necessary.
- **Station Fee Maintenance:** Allows the station manager to set the paid test fee (between \$10 and \$25), which must be posted on the state-certified sign.
- **Certificate Status Report:** Allows station operators to order a report about the following:
 - The number of certificates ordered/used
 - The current inventory of certificates held by the station
 - Other information needed by the operator to perform accounting and other business functions at the station

ACCESS CODES

- Each inspector has a unique five-digit access code that he or she may be asked to enter in order to perform emissions tests. However, the biometric reader is the primary form of ID needed to start an inspection.
- The access code is printed on the tear-off portion of the inspector certificate, which is mailed to the inspector's home address upon certification.
- Inspectors should protect this number and memorize it. This number should not be shared with anyone.
 - Sharing the access code is a violation of the I/M Rules and Regulations.
 - No one is allowed to ask for an inspector's access code.
 - Inspectors are accountable for any inspections performed under their ID and access code.
 - Inspectors can be fined, suspended, revoked, or charged criminally for fraudulent tests performed using their ID and/or access code.

ACCESS CODES continued

- This access code is permanently assigned to the inspector.
 - If a code must be changed, a valid reason is required.
- If an inspector forgets his or her access code, he or she should contact the GCAF industry team at industry@cleanairforce.com. The industry team will set up a time for the inspector to visit the [GCAF Central office](#).
- **Access codes are provided in person only to the inspector;** the inspector must bring his or her driver's license or state ID. Access codes will not be provided over the phone.
- Biometric enrollment is usually done at the time the inspector is going through class.
- The inspector must also use his or her badge at the time an inspection is started.

ALWAYS BE PREPARED FOR A GCAF AUDIT

Scheduled 5-Gas Audit

- The GCAF auditor may arrive very early in the morning. If you are not ready for the audit, you will be rescheduled, and your name will be placed at the bottom of the list.
- To prepare, warm up the analyzer in morning when you open for business and keep it on throughout the day.
- You must maintain an ample supply of calibration gas and other supplies.
- Inspectors must wear their ID badges on their torsos while performing inspections. You should keep all the required testing manuals, the current and valid business license, the station certificate, and the insurance certificate readily available, preferably at the analyzer.
 - The audit will go smoother and quicker if the auditor can locate all required documents and manuals together, in view.
- Repair forms must be in good order, and in one location that is easily accessible to the GCAF auditor.

ALWAYS BE PREPARED FOR A GCAF AUDIT continued

- You must ensure your inspector has your phone number in case of emergency or for assistance with locating required documents for the GCAF auditor.
- Be sure you have the current, required gas cap adapters and manuals.
- **Station managers must remove inspectors from the analyzer within three (3) days of their separation from the station.**
- Station owners are accountable for program violations conducted under all inspector IDs assigned to their station, including former employees.
- Check vehicle inspection reports (VIRs) regularly to ensure that the station information, including the phone number, is correct and legible.
- If for any reason you cannot perform a test, post a “closed” sign in view of the motoring public.

ALWAYS BE PREPARED FOR A GCAF AUDIT continued



Your success is valued.

Everything needed to be successful is provided. Staying in compliance will show support to the program and will benefit the station, its owners, managers and inspectors.

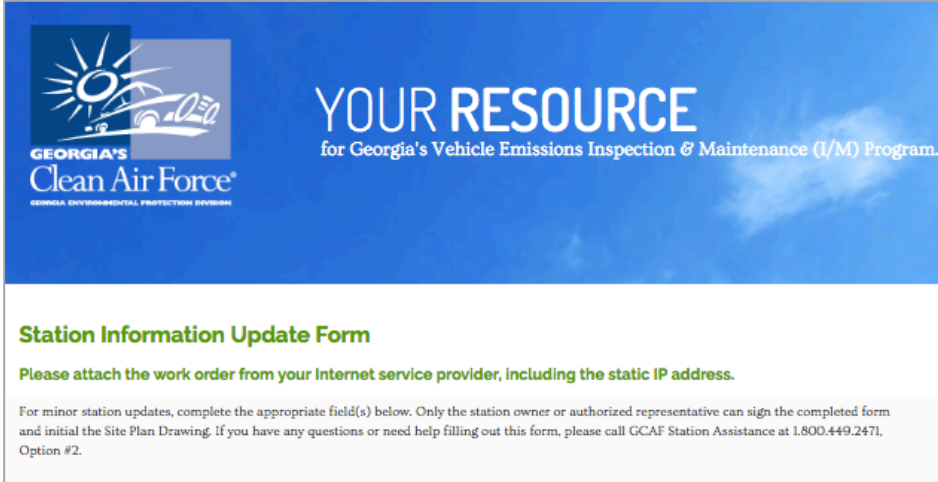
View the [GCAF Audit Checklist](#) to prepare your station.

INFORMATION UPDATES - STATION

- **Your station certificate is valid for two (2) years.** The original certificate must be displayed at your station.
- At least one month prior to your certificate's expiration, you must submit an online **Station Re-Certification Application** with copies of all required documentation. Mark your calendars. If your renewal application is not received before your certificate expires, your station will not be able to test until GCAF receives and processes the renewal paperwork.
 - Some stations may submit their Station Re-Certification Application [via the GCAF Dashboard](#).
 - No license extension will be given to a station that does not submit its application in a timely manner.
- **Both your insurance and business license must be renewed and provided to GCAF annually.** Both documents must be current and valid at all times and on file with GCAF. In addition, the insurance document must be available and the business license must be posted at the station.

INFORMATION UPDATES - STATION

- If any of your station information changes, you must submit an online [Station Information Update form via the website](#) or [the dashboard](#) within **five (5) days of that change**. Examples of changes include a change in your station telephone number, zip code, management, station status, etc.
 - Some changes also require a signage update.



The image shows a blue and white signage graphic. On the left is the logo for Georgia's Clean Air Force, featuring a sun, a car, and the text "GEORGIA'S Clean Air Force" and "GEORGIA ENVIRONMENTAL PROTECTION DIVISION". To the right of the logo, the text reads "YOUR RESOURCE" in large letters, followed by "for Georgia's Vehicle Emissions Inspection & Maintenance (I/M) Program." Below this, the text "Station Information Update Form" is written in green. Underneath, a green instruction says "Please attach the work order from your Internet service provider, including the static IP address." At the bottom, a small grey box contains the text: "For minor station updates, complete the appropriate field(s) below. Only the station owner or authorized representative can sign the completed form and initial the Site Plan Drawing. If you have any questions or need help filling out this form, please call GCAF Station Assistance at 1.800.449.2471, Option #2."

INFORMATION UPDATES - INSPECTOR

- To have a new inspector added to your analyzer, visit the GCAF Dashboard and complete the steps to add an inspector.
- Inspectors must inform GCAF no later than the next business day if their physical or mailing address or personal telephone number has changed (DNR Rule 391-3-20-11[8]); to comply, submit an Inspector Contact Information Update form via the website.
- **If an inspector is no longer employed by your station, visit the GCAF Dashboard and complete the steps to delete an inspector within three (3) days of their departure.**

! Failure to comply with any of the above is a violation of the I/M Rules and Regulations and a Notice of Violation (NOV) may be issued.



[VIEW FORMS AND APPLICATIONS](#)

ONGOING STATION COMPLIANCE

- Your insurance must be current and valid at all times and updated annually.
- You must maintain a valid business license at all times.
- Your analyzer(s) must have the most recent software version and vehicle reference table (VRT).
- Your active analyzers must be on file with GCAF; it is your responsibility to notify GCAF not more than 10 days after you stop using an analyzer or if you recently purchased a new analyzer.
- **If you are permanently closing your station, you must notify GCAF and allow five (5) business days for GCAF to complete the closeout process.** Visit the GCAF website and submit a Station Closeout Request along with required documentation.
 - **Stations should not close their business banking accounts** before receiving their station refund. Please allow approximately eight weeks for your check to arrive.

ONGOING STATION COMPLIANCE continued

- If the post office changes your zip code, you must update your zip code and other station information if necessary to ensure all information on file with GCAF is accurate.
- Your station and inspector certifications must be renewed before they expire; stations and inspectors with expired certifications will be locked out from testing. Be sure to mark your calendar.
- If any of your station information changes, you must submit an online Station Information Update form via the website or the dashboard within five (5) days of that change. Examples of changes include a change in your station telephone number, zip code, management, station status, etc.
- Submit an updated site plan drawing for any on-site changes, such as moving an analyzer, changes to the viewing area, etc.



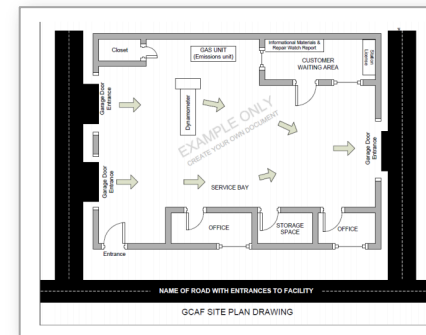
[VIEW FORMS AND APPLICATIONS](#)

SCENARIOS TO CONSIDER BEFORE OPENING A STATION

SCENARIO TO CONSIDER BEFORE OPENING A STATION

SCENARIO: SITE DRAWING

- GCAF receives a site drawing showing one emissions testing bay, the analyzer equipment, and a waiting room where customers can safely view the emissions test as it is being performed. However, when the GCAF auditor arrives to perform the certification audit, he finds that there are two bays between the viewing area and that the testing bay, and there is no clear view of the test.



- The station owner will be required to install closed circuit television (CCTV) monitoring or convert the bay nearest the viewing area into the testing bay, and/or provide a viewing area next to the testing bay.
- The station will not pass the certification audit until one of these options is implemented.

SCENARIO TO CONSIDER BEFORE OPENING A STATION

SCENARIO: **STATIC IP ADDRESS**

- The GCAF auditor arrives at the station, and the station has multiple GAS units, but only one static IP address.
 - If you have multiple analyzers, each one must have its own static IP address.
 - You should be provided a static IP address for each analyzer:
 - Must have ports 443 and 80 open

SCENARIO TO CONSIDER BEFORE OPENING A STATION continued

SCENARIO: STATIC IP ADDRESS

- You will receive the following information from your Internet provider, and you should record it and store it in a safe place:
 - Static IP address
 - Subnet mask
 - Default gateway
 - Preferred DNS server
 - Alternate DNS server
- The analyzer must be connected directly to the modem; it cannot be connected to a router that is connected to the modem.

SCENARIO TO CONSIDER BEFORE OPENING A STATION

SCENARIO: **INSURANCE**

- During a regular audit, the GCAF auditor notices the posted Certificate of Insurance is out of date.
 - The station may be subject to enforcement action unless GCAF receives a copy of the current Certificate of Insurance. Stations should scan and email the current certificate to GCAF in order to be brought back into compliance.
 - It is recommended that you designate GCAF as a certificate holder for your insurance policy so that GCAF is automatically notified of the renewal each year. It is also your responsibility to send GCAF updated insurance information annually. Contact GCAF for additional information via industry@cleanairforce.com.
 - Remember: a copy of the station's Certificate of Liability Insurance must be submitted to GCAF when applying to become a new station and every two years when renewing your station license.
 - A copy of your current valid Certificate of Liability insurance should be kept near your analyzer so it is easily accessible to the EPD and GCAF auditors.

**THANK YOU FOR HELPING GEORGIA
BREATHE A LITTLE EASIER!**

CONTINUE TO STEP #2.

