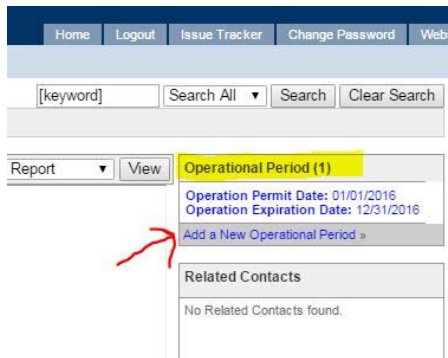


How to Enter Septage Removal Permit Expiration Dates into DHD:

- In the Septage Removal Permit Record screen, notice at the top right is a box for “Operational Permit Period”.
- When a new annual permit is issued or renewed, click on “Add a New Operational Period” and enter the dates.
- Once you enter the new expiration date, you should see it in the Permit Manager screen list.
- If there is no expiration date listed in the Permit Manager Screen they will be non-certified according to state records.



The screenshot shows the "Septage Removal Permit Manager" interface. It includes a breadcrumb trail: "Septage Removal Permit Manager > Permits Home >". Below this, it states "610 Permits". A table lists permits with columns for "Expiration Date", "County", and "Name". A red arrow points to the "Expiration Date" column header. The table contains several rows, some with "DRAFT" labels in yellow. The visible rows are:

Expiration Date	County	Name
12/31/2016	Coweta	Blanks S
	Carroll	Contract
	Coffee	All Clear
	Pike	Rolling
12/17/2016	Turner	Robinson
12/31/2015	Coweta	Scott Tu

Additional Notes:

- If you are adding a brand new pumper company to your county, first enter them under the property manager and then add a Septage Removal Permit under “related data”.
- You only need to enter one permit/company. Once you have an initial permit issued, you can update it annually if company information has changed and then use the operational permits to renew it.
- Permits are only valid for 12 months. Do not set operational periods for more than 12 months.
- We will check DHD expiration dates monthly for RECENTLY expired companies.
- We do not proactively check ALL of the expired companies every month. If a company’s permit has been expired for longer than 3 months and then they renew with your county, please email Leslie.Freyman@dph.ga.us.

If anyone has any questions or runs into any problems, please reach out to Leslie Freyman or Tim Callahan at any time by email or at 404-657-6534.