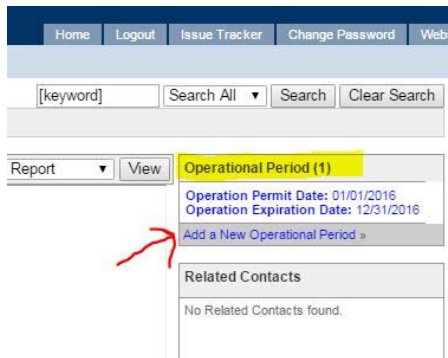## How to Enter Septage Removal Permit Expiration Dates into DHD:

- 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.

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.Freymann@dph.ga.us.

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