



# YOUR RESOURCE

for Georgia's Vehicle Emissions Inspection & Maintenance (I/M) Program.

## New Station Start-up Worksheet

Please review this worksheet prior to completing a Station Certification Application. There are several actions you must take to be prepared to both submit the application and undergo a GCAF certification audit. If items included on this checklist are incomplete or the I/M Rules are not met at the time of the certification audit, your station certification will not be approved and another certification audit will be scheduled, which may take up to two weeks.

In order to submit your online application for station certification, you must have copies of the following documents readily available to scan or you must electronically attach to the application. Note: GCAF only accepts documentation in English; documents in other languages will not be accepted.

- Current years' business license
  - Does your business license list your station name and physical address?
  - Is your business license on site and posted in a prominent position?
- Current [W-9](#) for the business
- Certificate of Liability Insurance
  - Make certain the station information on the insurance certificate is the **exact same as the station information** submitted on your Station Certification Application and on your business license.
  - A list of some insurance providers is located on the website; however you are not restricted to just these insurance providers.
  - Liability coverage dollar amount needs to be on certificate.
  - Binders, declaration pages, proposals or "to be assigned" policies are not accepted.**
  - Do you have a copy of your Certificate of Liability Insurance readily available on site at all times for GCAF Auditor and Environment Protection Division (EPD) to view?
- Station owner photo ID
- Fully executed [Georgia Lawful Presence Affidavit](#) (O.C.G.A. § 50-36-1(e)(2) Lawful Presence Affidavit for GCAF Station Certification)
- [Site plan drawing](#)

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To prepare for station certification and to pass the GCAF Certification Audit, please review the following checklist and complete the applicable tasks:

- Do you have a certified inspector who already has a current, valid GCAF ID badge and certificate?
- Do you have a state-approved sign displaying hours of operation and the test fee? The sign should be obtained from an approved sign vendor and must meet EPD specifications. The sign vendor list is provided on the GCAF website ([www.cleanairforce.com](http://www.cleanairforce.com)).
- Do you have a "Closed" sign to post on your state-certified sign or testing bay door that will be visible to the public?
- Do you have an EPD Inspection Procedures Manual? The manual is available on the GCAF website.
- Do you have a DLC Locator Guide? The guide is available on the GCAF website or in the Inspector Training Manual.
- Do you have a viewing area for motorist to observe the entire emissions test being conducted? This space should either be covered or enclosed, allowing motorists to remain dry in inclement weather. Closed-circuit televisions (CCTVs) are also acceptable.
- Do you have a complete, current set of fuel cap adapters as well as a current application chart?
  - Stant** – Contact your equipment manufacturer (EM), local supplier or Stant (1.800.822.3121) to order the adapters and application chart. The application chart may also be downloaded from the Stant website ([www.stant.com](http://www.stant.com)).
  - Waekon** – Contact you EM, local supplier or Waekon (1.800.367.9235) to order the adapters and look-up tables.
- Do you have a static I.P. address and a station phone line?
- Have you checked all calibration gases to make sure they are the correct gases and have a valid expiration date?
- Has the analyzer been installed and/or checked by the EM, and is it working properly?
- Does you analyzer have the updated software, firmware and VRT version? Note: you should verify this with your EM.
- Has the pre-certification checklist been completed and signed by the EM? Have you purchased E-Certs for your analyzer(s)?
- I have read and understand ALL the I/M Rules and Regulations.

Note: A GCAF auditor will provide you with a Motorists' Rights poster and RepairWatch Public Report, which must be posted in view for motorists.

**Continued on next page.**

## Scheduling Information

Station Name

Station ID

GAS ID

Equipment Manufacturer

When this checklist is complete, indicate below if you wish to schedule your certification audit for any time other than the next available date. **Do not contact GCAF Station Assistance to schedule your certification audit. The auditing team will contact you to schedule a day for your audit.**

Station Name

City

State

Zip Code

Zip Code Plus

Audit Request Date

Contact Phone Number

Name

Station Owner Signature

Date