

LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINES

The information contained in this chart is provided for general informational purposes only & not as legal advice. The information may become out of date & the city should not rely solely on this chart, but should consult with the city attorney, state officials, or others for compliance assistance. Penalties for noncompliance have not been listed except for maintaining Qualified Local Government (QLG) status.

Additional Information

State & Federal – updated January 2023

Environmental Protection Division – updated February 2018

Affordable Care Act – updated January 2023

Acronyms

ACA	Affordable Care Act	IRS	Internal Revenue Service
ARPA	American Rescue Plan Act	LOST	Local Option Sales Tax
BAS	Boundary & Annexation Survey	MS4	Municipal Separate Storm Sewer Systems
CCDR	Campaign Contribution Disclosure Report	NEU	Non-Entitlement Units of Government
CCR	Consumer Confidence Report	NOI	Notice of Intent
CMS	Centers for Medicare & Medicaid Services	NPDES	National Pollutant Discharge Elimination System Permit
COBRA	Consolidated Omnibus Budget Reconciliation Act	OCGA	Official Code of Georgia Annotated
CVIOG	Carl Vinson Institute of Government	PFDS	Personal Financial Disclosure Statement
DA	District Attorney	QLG	Qualified Local Government Status
DCA	GA Department of Community Affairs	RC	Regional Commission
DHHS	Department of Health & Human Services	RLGF	Report of Local Government Finance
DNR	GA Department of Natural Resources	RCRA	Resource Conservation & Recovery
DOAA	GA Department of Audits & Accounts	SDS	Service Delivery Strategy
DOL	GA Department of Labor	SLFRF	State & Local Fiscal Recovery Fund
DOR	GA Department of Revenue	SOS	GA Secretary of State
EPCRA	Emergency Planning & Community Right-to-Know Act	SPLOST	Special Purpose Local Option Sales Tax
EPA	Environmental Protection Agency	SSA	Social Security Administration
EPD	GA Environmental Protection Division	SSPP	Stationary Source Permitting Program
FY	Fiscal Year	STWP	Short Term Work Program
GEFA	GA Environmental Finance Authority	SWMP	Stormwater Management Program
GGTCFC	GA Government Transparency & Campaign Finance Commission	TRI	Toxics Release Inventory
GOMI	Government Management Indicators Survey	UST	Underground Storage Tanks
HB	House Bill	USCIS	U.S. Citizenship & Immigration Services
HIPAA	Health Insurance Portability & Accountability Act		

LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINE

Updated January 2023

Agency	Report	Reference	Website	Applies To	Deadline	Synopsis
CVIQG	Audit Report	36-80-21(d)	https://ted.cviog.uga.edu/financial-documents/welcome	Local Governments	Reasonable Period after Completion of Audit	Requires uploading of audit on CVIQG website.
CVIQG	Annual Budgets of 1 million or More	36-80-21(c)	https://georgiadata.org/financialdata	Local Governments	Within 30 days of Adoption of Budget	Local governments with budgets of \$1 million & over must upload their budgets to the CVIQG website.
CVIQG	Asset Forfeiture Report	16-1349(u)(4)(D)(iii); 36-80-21(e)	https://georgiadata.org/financialdata	Local Governments	Annually with City Budget	Requires submitting seizure report with city's annual budget for posting on CVIQG website within 30 days of budget adoption.
CVIQG	E-Verify - Posting of Number	13-10-91	https://ted.cviog.uga.edu/financial-documents/everify-landing	Local Governments	Posting of E-Verify # or Cities can Post on their Own Website	Verification of E-Verify number.
DA	Seizure of Property	16-13-49(h)	No Form Available	Local Law Enforcement	Possession of Any Property Subject to Forfeiture	Requires law enforcement agencies to annually itemize & report all property obtained thru seizure & what they did with it, to their local governing authorities.
DCA	Annual Authority Registration & Financial Reporting (Combined Reporting HB 257 2017-2018)	36-80-16 36-81-8(b)(2)	https://www.dca.ga.gov/local-government-assistance/research-surveys/local-government-authorities	Local Government Authorities	Due within 6 Months of the Authority's FY Ending	Local government authorities that have failed to register with the DCA for the current calendar year are prohibited under state law from incurring any debt or credit obligation until their registration is updated.
DCA	Debt Issuance Report	36-82-10	https://www.dca.ga.gov/local-government-assistance/research-surveys/debt-issuance-reporting	Local Governments & Authorities	Within 60 days of Debt Issuance	Applies to all debt issued over \$1 million.

LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINE

Updated January 2023

Agency	Report	Reference	Website	Applies To	Deadline	Synopsis
DCA	Government Management Indicators (GOMI) Survey*	36-81-8(h)	https://www.dca.ga.gov/local-government-assistance/research-surveys/government-management-indicators-gomi-survey	Local Governments	Annually by June 30	The annual GOMI Survey collects data on local government operations, including financial management practices, service delivery arrangements, public facilities provided, & planning efforts.
DCA	Hotel / Motel Tax Report*	48-13-56; 36-81-8(b)(1)(B)	https://www.dca.ga.gov/local-government-assistance/research-surveys/hotel-motel-excise-tax	Local Governments	Within 180 Days of FY	Local governments imposing a Hotel / Motel Tax are required by state law (as a condition of continuing authority to impose the tax) to file a Hotel / Motel Tax Report for each fiscal period during which the tax is imposed.
DCA	New or Amended Hotel Motel Tax Ordinance or Resolution		Email a copy to Research@dca.ga.gov	Local Governments	Upon Adoption	New ordinances or changes to tax rate amendments must be emailed to DCA
DCA	Report of Local Government Finance (RLGF)*	36-81-8(b)(1)(A)	https://www.dca.ga.gov/local-government-assistance/research-surveys/report-local-government-finance-rlgf	Local Governments	6 months After the End of FY	Georgia law requires local governments to submit an annual RLGF to DCA. These reports provide important information, used by state & local government policy makers to better understand & evaluate local government operations & service delivery strategies.
DCA	Report of Registered Authority Finance* (Combined with Annual Authority Registration)	36-81-8(b)(2)	https://www.dca.ga.gov/local-government-assistance/research-surveys/local-government-authorities	Local Govt Authorities	Within 180 Days of Authority FY	Authorities authorized to issue bonds must complete the annual report of financial information.
DCA	Wage & Salary Survey	Voluntary	https://www.dca.ga.gov/local-government-assistance/research-surveys/wage-salary-survey	Local Governments	Annually by June 30	Report of salaries & benefits.
DCA	Solid Waste Management Survey	12-8-31(d)	https://www.dca.ga.gov/local-government-assistance/planning/local-planning/solid-waste-management-recycling-assistance	Local Governments	Annually after July 1	Submittal of solid waste reduction & recycling collection.

LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINE

Updated January 2023

	Report	Reference	Website	Applies To	Deadline	Synopsis
DCA	Comprehensive Plans*	45-12-200; 50-8-7	https://www.dca.ga.gov/local-government-assistance/planning/local-planning/local-comprehensive-planning	Local Governments	Every 10 years	Plans must address minimum standards set by DCA. Regional Commissions may prepare comprehensive plans.
DCA	Annexation Reports	36-36-3 36-36-59 36-36-92(b)	https://www.dca.ga.gov/local-government-assistance/planning/intergovernmental-coordination/annexation-reporting-resources	Local Governments	No later than 30 days after the last day of the quarter in which the annexation becomes effective	Local governments are required to provide notice of annexations to the county, DCA & Legislative & Congressional Reapportionment Office (HB 385)
DCA	Service Delivery Strategy (SDS) & Updates*	36-70-26 36-70-28	https://www.dca.ga.gov/local-government-assistance/planning/intergovernmental-coordination/service-delivery-strategies-sds	Local Governments	Required when service delivery changes	Georgia Planning Act requires coordinated & comprehensive planning by all levels of government.
DOAA	Public Benefits Report (SAVE)	50-36-4	Included with Immigration Report	Local Governments & Authorities	January 1 each year	Annual report required on public benefits administered by local governments & agencies.
DOAA	Local Government Audit Report	36-81-7	https://www.audits2.ga.gov/resources/orgs/local-government/	Local Governments	180 days after end of FY	Required to be completed within 180 days after the end of the city's FY; cities with population less than 1,500 or expenditures of less than \$550,000 shall elect to have an audit every two years or submit annual agreed upon procedures.
DOAA	Immigration Compliance Report (Contractors)	13-10-91(7)(A)	https://www.audits2.ga.gov/resources/other/immigration/	Local Governments & Authorities	December 31	Compliance report on contractors hired for physical performance of services.
DOAA	Immigration Compliance Report (Occupation License)	36-60-6(e)	https://www.audits2.ga.gov/resources/other/immigration/	Local Governments	December 31	Compliance report on requirements for issuing occupational tax certificates & other licenses.

LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINE

Updated January 2023

Agency	Report	Reference	Website	Applies To	Deadline	Synopsis
DOL	GA Unemployment Tax & Wage Reports - DOL4	34-8-70 34-8-165 34-8-121	https://dol.georgia.gov/file-tax-and-wage-reports-and-make-payments	Local Governments	30 days after each quarter ends	Report of wages paid to employees & payment of tax due on first \$9,500 of wages. Reimbursable employers file reports without tax payments.
DOL	New Hire Reporting Program	19-11-9.2	https://ga-newhire.com/	Local Government Employers	Within 10 days of hiring	Report new hires online.
DOR	Digest Submission Package (Millage Rate - PT-38)	54100	https://dor.georgia.gov/local-government-services/digest-compliance-section/county-tax-digest-submission-package	Local Governments	Annually	Millage rate certification form to DOR.
DOR	Computation of Millage Rollback (PT-32.1)	48-5-32.1	https://dor.georgia.gov/local-government-services/digest-compliance-section/county-tax-digest-submission-package	Local Governments	Annually, plus advertisements & press releases	Report form identifies reassessment values & effect it will have on setting the millage rate.
DOR	Tax Digest & 5-Year History Report	48-5-32	https://dor.georgia.gov/local-government-services/digest-compliance-section/county-tax-digest-submission-package	Local Governments	Annually, published in newspaper & placed on website	Requires to publish assessed taxable value & proposed millage rate with percentage of increase /decrease.
DOR	Unclaimed Property Report	44-12-190	https://dor.georgia.gov/unclaimed-property-program	Local Governments	November 1 Annually	Abandoned property must be remitted to the state if it has held the property for longer than the dormancy period.
DOR	GA Withholding Tax Return	48-7-103	https://dor.georgia.gov/taxes/business-taxes/withholding-tax-information Employers Tax Guide	Local Government Employers	Varies based on tax withholding	Forms and E-file for submitting Georgia tax withholding.

LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINE

DOR	GA Annual Return of Wages Paid & Taxes Withheld	48-7-106	https://gtc.dor.ga.gov/#4 Employers Tax Guide	Local Government Employers	Annually Jan 31 February 28	Form & e-file to remit with employee's G- 2's and 1099s.
DOR	LOST Distribution Certificates	48-8-89	https://www.gacities.com/Resources/GMA-Handbooks-Publications/GMA-Publications/Renegotiating-Local-Option-Sales-Tax-(LOST).aspx	Most Local Governments	Varies, at least every 10 years after census	Required for the distribution of funds of the local option sales tax.
GDOT	Local Maintenance & Improvement Grant (LMIG) Application		https://www.dot.ga.gov/GDOT/Pages/LMIG.aspx	Local Governments	February 1	Applications due for transportation funding
GDOT	Notification of Road Changes	32-4-91 32-4-41	https://www.dot.ga.gov/DriveSmart/Data/Documents/Guides/LocalRoadActivityForm.pdf	Local Governments	Within 3 months of adding or abandoning roads	Notification should be given to GDOT on any new or abandoned roads & annexations by 12-31 to be included in the years centerline mileage calculations
GEFA	Water & Sewer Rate Study	12-5-525	https://dashboards.efc.sog.unc.edu/ga	Water Systems	August 1	Report of water & sewer rates.

LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINE

Updated January 2023

Agency	Report	Reference	Website	Applies To	Deadline	Synopsis
GGTCFC	Qualifying Officer provides candidate information / election results	21-5-36	https://efile.ethics.ga.gov/#/index	Local Government Qualifying Officer	End of qualifying period & outcome of election	Upload info within 10 days after qualifying ends & within 10 days after election.
GGTCFC	Ethics – Campaign Contribution Disclosure Reports (CCDR)	44346	https://ethics.ga.gov/forms-and-publications	Local Elected Candidates & Public Officials	Varies on election / non – election year & when qualifying	Files CCDR with city clerk.
GGTCFC	Ethics – Personal Financial Disclosure Statement (PFDS) Report	21-5-50	https://ethics.ga.gov/forms-and-publications/	Local Elected Candidates & Public Officials	Annually by July 1 or within 15 days of qualifying	Candidates & elected officials are required to file PFDS to the city clerk by July 1 or within 15 days of qualifying.
GGTCFC	Ethics - Declaration of Intent (DOI)	44346	https://ethics.ga.gov/about-form-doi-declaration-of-intent-to-collect-campaign-contributions/	Candidates	When qualifying or before accepting campaign funds	Files with city clerk before accepting campaign funds.
GGTCFC	Ethics - Declaration of Intent (DOI)	30-5-21	https://ethics.ga.gov/forms-and-publications/	City Clerks	Within 10 days of receiving	City clerk must upload to Ethics Commission within 10 days of receiving.
GGTCFC	Copy of Campaign Contribution Disclosure (CCDR) Reports	44346	https://ethics.ga.gov/forms-and-publications/	City Clerks	Within 30 days of due date	City clerk must upload copy of CCDR to Ethics.
GGTCFC	Copy of Personal Financial Disclosure Statement (PFDS) Report	21-5-30	https://ethics.ga.gov/forms-and-publications/	City Clerks	Within 30 days of due date	City clerk must upload a copy of PFDS to Ethics.
GGTCFC	Ethics - Exemption Affidavit for not receiving or spending over \$2,500	49085	https://ethics.ga.gov/forms-and-publications/	Candidates & Public Officials	Upon qualifying for elected office / prior to first CCDR due date	Candidates may file an Affidavit for not spending or receiving over \$2,500 in funds to exempt filing CCDRs.
GGTCFC	Copy of Exemption Affidavit	21-5-34	https://efile.ethics.ga.gov/#/index	City Clerks	Within 10 days of receipt	City clerk must upload to Ethics Commission copy of the Exemption.

LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINE

	Report	Reference	Website	Applies To	Deadline	Synopsis
IRS	941 Form - Quarterly W/H Tax Return	IRS	https://www.irs.gov/forms-pubs/about-form-941	Local Government Employers	30 days after each quarter ends	Reporting of federal & social security withholding taxes.
IRS / SSA	W-3 Annual Tax Return	IRS	https://www.irs.gov/forms-pubs/about-form-w-3	Local Government Employers	January 31	Annual report for transporting W-2's & 1099's.
RC & DCA	Development Impact Fee Report*	36-71-8	https://www.dca.ga.gov/local-government-assistance/planning/local-planning/development-impact-fees-capital-improvements	Local Governments which impose an impact fee	Annual Update to Comp Plan STWP	Governments which have amended comp plans & adopted an impact fee ordinance can charge fees to recover some of the cost incurred with development.
RC & DCA	Capital Improvements Element Report*	36-71-8; rule of DCA Min Std Local Comp Planning Chapter 110-12-2	https://www.dca.ga.gov/sites/default/files/guide.cieupdate.pdf	Local Governments	Annual Update to Comp Plan STWP	Annual report on impact fee finances required with annual audit.
SOS	Elections Training	21-2-101	https://firefly.sos.ga.gov/Pages/default.aspx	Local Governments	Training requirements for qualifying officers & election supt.	Requirements for training & recertification training.
US Census	Boundary & Annexation Survey (BAS)	36-36-3(a)(3)	https://www.census.gov/programs-surveys/bas.html	Local Governments	Annually	Changes to legal boundaries through annexations or de-annexations.
US Census	Variety of Surveys for Multiple Agencies		https://www.census.gov/programs-surveys/surveys-programs.html	Local Governments	Varies	Various surveys for different agencies.
US Census	Census		https://www.census.gov/programs-surveys.html	Local Governments	Every 5 & 10 years	Government operation every 5 years; population & housing every 10 years.
USCIS	E-Verify - New Hire Registration	70049	https://www.e-verify.gov/	Local Governments	Within 3 days of new employee starting work	Requires employers to verify citizenship & completion of 1-9 form.

Updated January 2023

LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINE

Updated January 2023

Agency	Report	Reference	Website	Applies To	Deadline	Synopsis
USCIS	SAVE - Annual Registration	50-36-1	http://www.uscis.gov/save	Local Governments	Annual registration if the system is not used	Local governments must use SAVE for verification of immigration status before public benefits can be obtained.
US Dept of Treasury	ARPA – Project & Expenditure Report	31 CFR Part 25	https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/recipient-compliance-and-reporting-responsibilities	Governments with population greater than 250,000	30 days after each quarter ends	Reporting of ARPA fund Expenditures & Projects.
US Dept of Treasury	ARPA - Recovery Plan Performance Report	31 CFR Part 35	https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/recipient-compliance-and-reporting-responsibilities	Governments with population greater than 250,000	Annually by July 31	Reporting of ARPA Requirements.
US Dept of Treasury	ARPA – Project & Expenditure Report	31 CFR Part 35	https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/recipient-compliance-and-reporting-responsibilities	Governments with population less than 250,000 but received more than 10 million in SLFRF funding	Within 30 days after the end of each quarter	Reporting of ARPA fund Expenditures & Projects.

LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINE

Updated January 2023

Agency	Report	Reference	Website	Applies To	Deadline	Synopsis
US Dept of Treasury	ARPA – Project & Expenditure Report	31 CFR Part 35	https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/recipient-compliance-and-reporting-responsibilities	NEU's & governments less than 250,000 in population receiving less than 10 million in SLFRF funding	Annually by April 30	Reporting of ARPA fund Expenditures & Projects.
City / County	SPLOST Annual Publication Report	48-8-122	https://www.gacities.com/Resources/GMA-Handbooks-Publications/GMA-Publications/SPLOST-Building-for-the-Future.aspx	Local Governments	After end of FY	Local governments receiving SPLOST must publish a report in the local newspaper & on their website showing the cost of each project & funds received.

LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINE

These reports from EPD were last updated Feb 2018

Agency	Report	Reference	Website	Applies To	Deadline	Synopsis
EPD	Air Quality: Clean Air Act Stationary Source Permitting Program (SSPP). Including New Source Review & all Operating Permit Programs	Georgia Air Quality Act (OCGA 12- 9-1); State Rules for Air Quality (Chapter 391-3-1); Federal Clean Air Act & Regulations (40 CFR 60)	https://epd.georgia.gov/air-protection-branch/air-branch-programs/permitting-program	Air Pollution Sources	Varies	Depends on specific regulation, but applies to new air pollution sources that could exceed certain federal & state thresholds.
EPD	Air Quality: Clean Air Act Part 70 Annual Compliance Certification	Georgia Air Quality Act (OCGA 12- 9-1); State Rules for Air Quality (Chapter 391-3-1); Federal Clean Air Act & Regulations (40 CFR 70.6)	https://epd.georgia.gov/forms-permits/air-protection-branch-forms-permits/compliance-reporting/submit-title-v-annual	Large Sources of Air Pollution	February 28	<p>All major facilities with an approved Operating Permit are required to submit to EPD & the federal EPA an annual certification that accurately represents the operating conditions of the facility for the year.</p> <p>A major facility is defined as a facility which constitutes a major source, as defined by EPA at 40 CFR § 70.2 & that has the potential to emit any of the air contaminants listed (in regulations) in an amount that is equal to or exceeds the applicable major facility threshold level.</p>

LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINE

These reports from EPD were last updated February 2018

Agency	Report	Reference	Website	Applies To	Deadline	Synopsis
EPD	Air Quality: Clean Air Act Part 70 Semiannual Deviation Report	Georgia Air Quality Act (OCGA 12- 9-1); State Rules for Air Quality (Chapter 391-3-1); Federal Clean Air Act & Regulations (40 CFR 70.6)	https://epd.georgia.gov/forms-permits/air-protection-branch-forms-permits/compliance-reporting/submit-quarterly-and	Large sources of air pollution	August 29 & February 28	<p>List of Deviations - The forms available on this page are used to submit quarterly & semiannual reports. These include reports of excess emissions, exceedances, excursions & monitoring system performance.</p> <p>Submission Cover Page – Summary for Continuous Data Collection Methods Summary for Intermittent Data Collection Methods Attachment for Reporting Deviations (excess emissions, exceedances, or excursions) Attachment for Reporting Downtime (monitoring data were not collected).</p>
EPD	Drinking Water: Consumer Confidence Reports (CCR) Water Quality Reports	Georgia Safe Drinking Water Act (OCGA 12-5-170); State Rules for Safe Drinking Water (Chapter 391- 3-5)	https://epd.georgia.gov/watershed-protection-branch/drinking-water	Public Water Systems	Annual Reports by July 1	Requires CCR to be sent or be available to consumers each year with information on their drinking water.
EPD	Drinking Water: Public Water System Drinking Water Analysis Reports	Georgia Safe Drinking Water Act (OCGA 12-5-170); State Rules for Safe Drinking Water (Chapter 391- 3-5)	https://epd.georgia.gov/watershed-protection-branch/drinking-water	Public Water Systems	Monthly Reports by the 10th of the following month	Water sample testing & reporting of violations.

LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINE

These reports from EPD were last updated February 2018

Agency	Report	Reference	Website	Applies To	Deadline	Synopsis
EPD	Drinking Water: Public Water System Surveys	Georgia Safe Drinking Water Act (OCGA 12-5-170); State Rules for Safe Drinking Water (Chapter 391-	https://epd.georgia.gov/watershed-protection-branch/drinking-water	Public Water Systems	Once every three years, generally	Inspection by EPD personnel of a public water system's water sources, facilities, equipment, operations, & maintenance.
EPD	Drinking Water: Surface Water & Groundwater Operating Reports	Georgia Safe Drinking Water Act (OCGA 12-5-170); State Rules for Safe Drinking Water (Chapter 391- 3-5)	https://epd.georgia.gov/watershed-protection-branch/drinking-water	Public Water Systems	Monthly Reports by the 10th of the following month	Water treatment & usage
EPD	Emergency Response: Emergency Planning & Community Right-to-Know Tier II & Risk Management Plan Report	Federal Emergency Planning & Community Right-to-Know Act & Regulations (40 CFR 370)	https://www.epa.gov/epcra/state-tier-ii-reporting-requirements-and-procedures	Facilities that possess inventories of various chemicals above certain	Tier II Annual Reports by March 1, Risk Management Plans updated every 5 years	EPCRA's reporting requirements are designed to provide information to appropriate local, state & federal officials on the type, amount, use, disposal, & release of chemicals at certain facilities. Reporting requirements are determined by facilities according to the
EPD	Emergency Response: Spill & Release Reporting	Georgia Oil & Hazardous Material Spill or Release Act (OCGA 12-14-1); Georgia Water Quality Control Act (OCGA 12-5-20)	https://epd.georgia.gov/emergency-response	Any facility that spills or releases oil or hazardous materials or any materials to waters of the state	Immediately	Georgia Oil or Hazardous Material Spills & Releases Reporting: Every spill must be cleaned up, whether or not it is reportable. It is the duty to immediately take all reasonable & necessary steps to prevent injury to property & downstream users of waters of the State of Georgia.

LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINE

These reports from EPD were last updated February 2018

Agency	Report	Reference	Website	Applies To	Deadline	
EPD	Emergency Response: Toxics Release Inventory (TRI) Report	Federal Emergency Planning & Community Right-to-Know Act & Regulations (40 CFR 370)	https://www.epa.gov/toxics-release-inventory-tri-program	Facilities that have releases of various chemicals above certain thresholds	Annually by July 1	Section 313 of the Emergency Planning & Community Right to Know Act (EPCRA) of 1986 was enacted to facilitate emergency planning, to minimize the effects of potential toxic chemical accidents, & to provide the public with information on releases of toxic chemicals in their communities. The Pollution Prevention Act (PPA) of 1990 mandates collection of data on toxic chemicals that are treated, recycled, & combusted for energy recovery. Together, these laws require facilities in certain industries, which manufacture, process, or use toxic chemicals.
EPD	Hazardous Waste: Hazardous Site Clean-Ups, RCRA Notifications, Hazardous Site Management Fees	Georgia Hazardous Waste Management Act (OCGA 12-8- 60); Georgia Hazardous Site Response Act (OCGA 12-8-90); State Rules for Hazardous Waste Management (Chapter 391-3-11); State Rules for Hazardous Site Response (Chapter 391-3-19)	https://epd.georgia.gov/hazardous-waste-forms-0	Any facility that generates, stores, transports or disposes of hazardous wastes	Varies	Under federal Resource Conservation & Recovery Act, comprehensive requirements to track hazardous wastes from cradle to grave. Most generators of wastes are required to pay management fees.

These reports from EPD last updated February 2018

LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINE

Agency	Report	Reference	Website	Applies To	Deadline	Synopsis
EPD	Solid Waste: Disposal Report	Comprehensive Solid Waste Management Act (OCGA 12-8- 20); State Rules for Solid Waste Management (Chapter 391-3-4)	https://epd.georgia.gov/about-us/land-protection-branch/solid-waste	Solid waste disposal facilities	April 30, July 30, October 30, January 30	Quarterly reporting of solid waste disposed
EPD	Solid Waste: Municipal Solid Waste Capacity Report	Comprehensive Solid Waste Management Act (OCGA 12-8- 20); State Rules for Solid Waste Management (Chapter 391-3-4)	https://epd.georgia.gov/forms-permits/land-protection-branch/forms-permits/solid-waste-forms	Solid waste landfill permit holders	Annual Reports by July	Report of remaining capacity of landfill
EPD	Solid Waste: Scrap Tire Reports	Comprehensive Solid Waste Management Act (OCGA 12-8- 20); State Rules for Solid Waste Management (Chapter 391-3-4)	https://epd.georgia.gov/about-us/land-protection-branch/recovered-materials-and-abatement/tire-management	Scrap Tire Generators, Carriers, Sorters, Processors	Quarterly (but varies)	<p>NEW CARRIER REQUIREMENTS Persons collecting or transporting scrap or used tires must have a tire carrier permit & display a decal on their vehicles, including trailers. Tire carriers & scrap tire processors must have a minimum \$10,000 surety bond.</p> <p>NEW STORAGE REQUIREMENTS Scrap tires must be stored in a locked enclosure or otherwise adequately secured to prevent unauthorized access, unless a waiver of this requirement is granted.</p>
EPD	Underground Storage Tanks (UST): Registration & Compliance	Georgia Underground Storage Tank Act (OCGA 12-13-1); USTPM Rules (Chapter 391-3-15)	https://epd.georgia.gov/about-us/land-protection-branch/underground-storage-tanks and https://epd.georgia.gov/ust-facility-owners	All underground storage tank (petroleum products)	Annual Registration between Aug 1 and Dec 31	Regulates release detection, prevention & cleanup of release from all regulated USTs.

LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINE

These reports from EPD were last updated February 2018

Agency	Report	Reference	Website	Applies To	Deadline	Synopsis
EPD	Wastewater: Annual Sludge Report	Georgia Water Quality Control Act (OCGA 12-5-20); State Rules for Water Quality (Chapter 391-3-6)	https://epd.georgia.gov/forms-permits/watershed-protection-branch-forms-permits/wastewater-permitting/reporting-and-special	Permittees of sludge management plans	Annual Reports by January 31	Report of sludge land application
EPD	Wastewater: Biosolids Report	Georgia Water Quality Control Act (OCGA 12-5-20); State Rules for Water Quality (Chapter 391-3-6)	https://epd.georgia.gov/forms-permits/watershed-protection-branch-forms-permits/wastewater-permitting/reporting-and-special	Wastewater Treatment Facilities	Annual Reports by January 1	Report of treatment of domestic sewerage.
EPD	Wastewater: Construction Stormwater Notice of Intent (NOI) & Fees	Georgia Water Quality Control Act (OCGA 12-5-20); State Rules for Water Quality (Chapter 391-3-6)	https://epd.georgia.gov/forms-permits/watershed-protection-branch-forms-permits/storm-water-forms/npdes-construction-storm	Land Disturbing & Construction Activity Permittees	NOI before construction commences; Notice of Termination after construction & site stabilization	Obtain coverage under general NPDES permits for construction activities.
EPD	Wastewater: NPDES Reports	Georgia Water Quality Control Act (OCGA 12-5-20); State Rules for Water Quality (Chapter 391-3-6)	https://epd.georgia.gov/forms-permits/watershed-protection-branch-forms-permits/wastewater-permitting	Wastewater & other NPDES Permittees	Varies	Wastewater Reporting.
EPD	Wastewater: Sampling & Quality Assurance Plans	Georgia Water Quality Control Act (OCGA 12-5-20); State Rules for Water Quality (Chapter 391-3-6)	https://epd.georgia.gov/watershed-protection-branch/wastewater	Water Quality, Wastewater Treatment Facilities	Biennial Reports in Odd - Numbered Years by June 1	Wastewater Reporting.

LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINE

These reports from EPD were last updated February 2018

Agency	Report	Reference	Website	Applies To	Deadline	Synopsis
EPD	Wastewater: Municipal Separate Storm Sewer Systems (MS4) Report	Georgia Water Quality Control Act (OCGA 12-5-20); State Rules for Water Quality (Chapter 391-3- 6)	https://epd.georgia.gov/watershed-protection-branch/stormwater/municipal-stormwater	MS4 (Municipal Separate Storm Sewer Systems) permittees	Annual Reports in conjunction with NPDES report	Provide implementation status of Storm Water Management Plan (SWMP).
EPD	Water Withdrawal: Surface Water & Groundwater Withdrawal Reports	Georgia Groundwater Act (OCGA 12-5-90); State Rules for Groundwater Withdrawal (Chapter 391-3-2) & Georgia Water Quality Control Act (OCGA 12-5-20); State Rules for Surface Water Withdrawal (Chapter 391- 3-6)	https://epd.georgia.gov/water-withdrawal-permitting	Public Water Systems & Municipal / Industrial Water Withdrawal Permittees	Monthly Reports by the 10th of the following month	Report on daily & monthly statistics of water withdrawals.
EPD	Water Withdrawal: Water Conservation Progress Report	Georgia Groundwater Act (OCGA 12-5-90); State Rules for Groundwater Withdrawal (Chapter 391-3-2) & GA Water Quality Control Act (OCGA 12-5-20); State Rules for Surface Water Withdrawal (Chapter 391- 3-6)	https://epd.georgia.gov/forms-permits/watershed-protection-branch-forms-permits/water-withdrawal-permitting-forms	Public Water Systems & Municipal / Industrial Water Withdrawal Permittees	Every 5 years & upon permit modification or renewal	Progress on implementing measures to reduce water withdrawals through conservation measures.
EPD	Water Withdrawal: Water Loss Audit	Georgia Water Stewardship Act (OCGA 12-5-520); State Rules for Water Supply Efficiency (Chapter 391-3-33)	https://epd.georgia.gov/forms-permits/watershed-protection-branch-forms-permits/water-withdrawal-permitting-forms	Public Water Systems	Annual Reports by March 1	Public water systems serving over 3,300 in population must conduct an annual water loss audit & report to EPD.

LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINE

These Reports updated Jan 2023

Agency	Report	Reference	Website	Applies To	Deadline	Synopsis
<p>Submit Report to IRS & to all ACA Full Time Employees and Full Time Equivalents (regardless of enrollment) and also provide to primary enrolled employee even if they are not an ACA FTE</p>	<p>Form 1094 C Form 1095 C</p>	<p>Affordable Care Act Section 6056</p>	<p>https://www.irs.gov/affordable-care-act/employers/questions-and-answers-about-information-reporting-by-employers-on-form-1094-c-and-form-1095-c</p>	<p>ACA Applicable Large Employers (Employers with 50 or more FTEs (including full-time equivalents) sponsoring fully insured or self insured health plan</p> <p>https://www.irs.gov/affordable-care-act/employers/determining-if-an-employer-is-an-applicable-large-employer</p>	<p>Jan 31 to ACA FTEs & primary responsible individuals; Feb 28 or 29 to IRS by mail or Mar 31 if electronically filed – Always check instructions for deadline extensions</p>	<p>The information reported on Form 1094-C and Form 1095-C is used in determining whether an employer is potentially liable for a penalty for not offering “affordable health coverage” (as defined in the law) available to ACA Full-Time Employees and Full-Time Equivalents, and the amount of the penalty, if any. Form 1095-C is also used by the IRS and the employee in determining the eligibility of the employee (and the employee’s family members) for the premium tax credit. For any employee who was actually enrolled, the form will show the months coverage was in effect. Follow the IRS instructions on the forms.</p> <p>https://www.irs.gov/pub/irs-pdf/i109495c.pdf</p>
<p>Submit Report to IRS & to the primary enrolled individual</p>	<p>Form 1094B Form 1095B</p>	<p>Affordable Care Act Section 6055</p>	<p>https://www.irs.gov/affordable-care-act/questions-and-answers-on-information-reporting-by-health-coverage-providers-section-6055</p>	<p>Employers that are not ACA Applicable Large Employers and offer a self-insured health plan; Employers that are ACA ALEs and want to use these forms to report coverage provided to non-employees (COBRA, Retirees)</p>	<p>Jan 31 to primary responsible individuals; Feb 28 or 29 to IRS by mail or Mar 31 if electronically filed – Always check instructions for deadline extensions</p>	<p>The information reported on Form 1094-B and forms 1095-B shows the months in which the individuals named on the forms were actually enrolled in minimum essential health coverage. Follow the instructions on the forms.</p> <p>https://www.irs.gov/pub/irs-pdf/i109495b.pdf</p>



LOCAL GOVERNMENT REPORTS, SURVEYS & DEADLINE

IRS & Employee	W-2 – content about cost of health coverage	Affordable Care Act	https://www.irs.gov/affordable-care-act/form-w-2-reporting-of-employer-sponsored-health-coverage	Employers	W-2 deadline	Reporting of aggregate cost of health coverage provided to employees (Optional for employers that file fewer than 250 W-2's).

Agency	Report	Reference	Website	Applies To	Deadline	
Department of Health and Human Services Office for Civil Rights		Health Insurance Portability and Accountability Act (HIPAA)	https://www.hhs.gov/hipaa/for-professionals/breach-notification/breach-reporting/index.html	HIPAA covered entities, including government employer sponsored health plans https://www.hhs.gov/hipaa/for-professionals/covered-entities/index.html	Without unreasonable delay and no later than 60 days after discovery of breach, if affecting 500 or more individuals; if affecting fewer than 500, no later than 60 days after end of calendar year in which discovered.	Breaches of Protected Health Information must be reported to the Department of Health and Human Services Office for Civil Rights using the form on their website. Whether a breach has occurred is a legal determination.

There are also annual or periodic reporting requirements in which an employer sponsor or a health plan must provide notices to individuals enrolled. Examples include, but not limited to COBRA notices, Medicare Part D Creditable Coverage notices, notice of opportunity for state premium assistance subsidy, Summary of Benefits & Coverage, HIPAA special enrollment notice, Women’s Health & Cancer Rights Act notice, Newborns & Mothers Health Protection Act notice, HIPAA Notice of Privacy Practices. These notice requirements are outside the scope of this report.

~ Revised January 2023 ~