

Submitting Documents for a Closure Plan

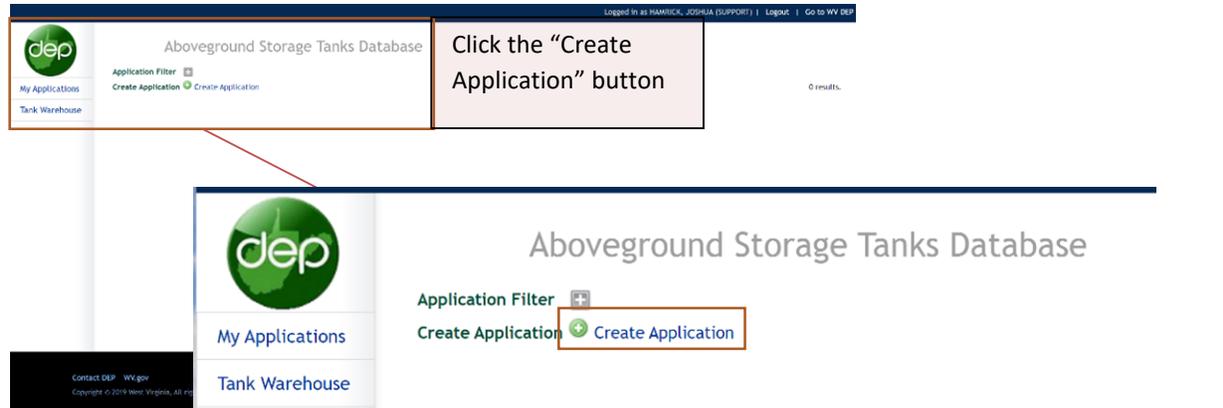


A guide to assist in submitting closure plans
through the AST electronic application system.

Rev. 1

This guide is designed to assist in submitting closure plans and reports via the AST electronic application system. Plans and reports must be submitted as a single document.

Creating and Submitting a Closure Plan



The New Application creation window will appear.

Application Type – Select AST Tank Closure plan as the application type.

Application Name – Fill in an application name. The name is created by the tank owner and can later be used to search for the application on the “My Applications” screen.

Owner – Select the Owner. You may have user right to submit applications for multiple owners. Ensure you are selecting the intended owner.

Click “OK” to create the application.

New Application

- a. → Application Type: Tank Closure Plan
- b. → Application Name: Tanks Claim Demo
- c. → Owner: (SUPPORT)
- d. → OK

Click on “Add Closure Plan Application” to open the tank closure details and tank selector screen.



Complete all fields in the tank closure details section. Tanks added to this application must be in the same county. If you are closing tanks in multiple counties, multiple applications must be submitted. After completing the Tank Closure Details Section, click “Choose Tanks”.

Tank Closure Detail

Provide the primary contact information for the person in charge of closure activities.

Contact Name: John Smith

Email: johnsmit123@email.com

Phone: 555-555-5555

County of tank closure(s): Barbour Upload one plan per county. Multiple tanks can be on a plan.

Proposed date range of closure(s): From: 3/15/2023 To: 3/31/2023

Is a waiver of the thirty (30) day notification period being requested?
 Yes
 No

Selected Tanks: 0 tanks.

Choose Tank	Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	TankCapacity	Current Contact
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Choose Tanks

You should now notice the tank search window has expanded. You may click “Search” to load all eligible tanks owned or use the various filters to narrow your search. Click “Search” to populate the list of eligible tanks.

Choose Tank Facility Owner Tank ID Tank Reg Number Level_Class ZCC ZPC SWPA Substances TankCapacity Current Contact 0 tanks.

Close Tank Choices Click search to populate a list of all registered tanks or use the filters to refine your search.

Search All Tanks: 0 tanks.

Search

Choose Tank	Facility	Owner Tank Id	Tank Reg Number	Level-Class	ZCC	ZPC	SWPA	Substances	Capacity	Current Contact
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Documents **Add Document**

To select the tank associated with the plan, click the checkbox located next to the tank(s) then click the “Add to selected tanks” button. Click the “Close Tank Choices” to finalize your tank selection.

Tanks to Release: 0 tanks.

Choose Tank	Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	TankCapacity	Current Contact
<input checked="" type="checkbox"/>		269026	999-00000559	Level 1				Water	1740000	

Close Tank Choices

Search All Tanks: 1 tanks.

Search

Choose Tank

Facility

Owner Tank ID

Tank Reg Number

Level_Class

ZCC

ZPC

SWPA

Substances

Capacity

Current Contact

Check All

Add to selected tanks

You should now see that the tank(s) selected have been migrated up to the selected tanks list. Note that you may remove previously selected tanks by selecting the tank on the tank list and clicking the “Remove from selected tanks” button.

Selected Tanks: 3 tanks.

Choose Tank	Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	TankCapacity	Current Contact
<input type="checkbox"/>	Leer South	A	001-00000509	RL					4245	
<input type="checkbox"/>	Leer South	C	001-00000511	RL					4200	
<input type="checkbox"/>	Leer South	CQ-5-C	001-00000515	RL					2123	

Check All

Close Tank Choices

Search Tanks: County: Barbour

Add to selected tanks

Remove from selected tanks

41 tanks.

Document Upload

Owners or operators must submit a single PDF that contains all closure plan documents (Appendix, photos, spreadsheets, etc.). Closure plan documents and additional guidance may be [found here](#).

Click the “Add Document” button to choose, upload, and save the file to the applications.

Tank Release

John Smith
joshsmith@mail.com
304-555-5555

New Owner Contact Information

Tanks to Release: 1 tanks.

Choose Tank	Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	TankCapacity	Current Contact
<input type="checkbox"/>	Rain for Rent	269026	999-00000559	Level 1				Water	1740000	

Check All

Close Tank Choices

Search All Tanks: 0 tanks.

Search

Choose Tank

Facility

Capacity

Current Contact

Documents Add Document required

Add Document

Document Choose File No file chosen

Document Name

Save Cancel

Application Certification and Submittal

Click the "Sign and Certify" tab.	Click the certify checkbox.	Fill in the name and title fields.	Click the "Submit" button.
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The screenshot shows a web form for "Inspection Certification". At the top, there are two tabs: "Inspection Certification" and "Sign and Certify". The "Sign and Certify" tab is selected. Below the tabs, there is a section titled "1. Certify" with a checkbox. Below the checkbox is a text area for a certification statement. Below the text area are two input fields for "Name" and "Title". At the bottom of the form, there is a section titled "2. Submit" with a "Submit" button. Red arrows from the instructions above point to the "Sign and Certify" tab, the "1. Certify" checkbox, the "Name" and "Title" input fields, and the "Submit" button.

At this point, the closure plan been submitted for review. An email notification will be sent to the email address we have on file if the plan has been submitted successfully. A separate email will be sent to the email address of the person who submitted the plan, the owner, and the operator once the plan has been reviewed and approve. Note that closure may not begin until the DEP has reviewed and approved the closure plan application. A closure number will be issued upon approval.