

Submitting Documents for a Closure Plan

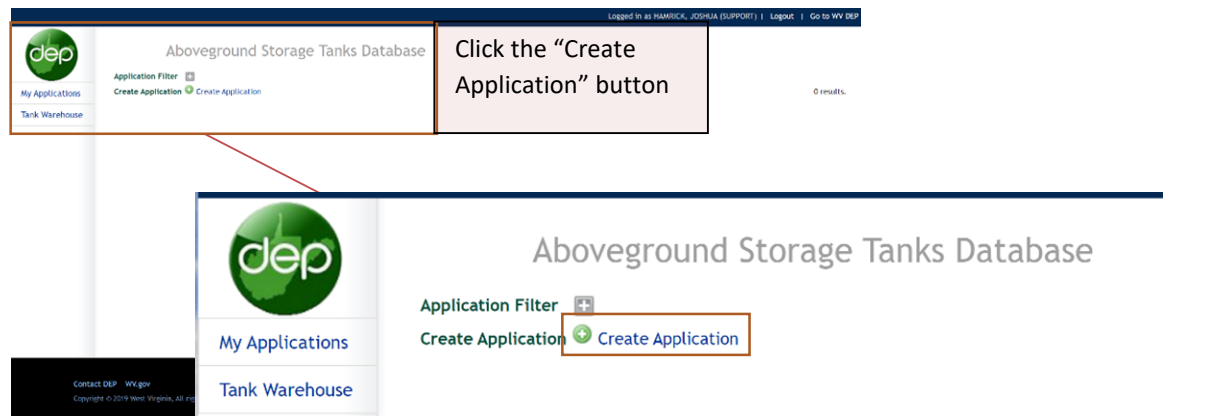


A guide to assist in submitting closure plans
through the AST electronic application system.

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



Click the "Create Application" button

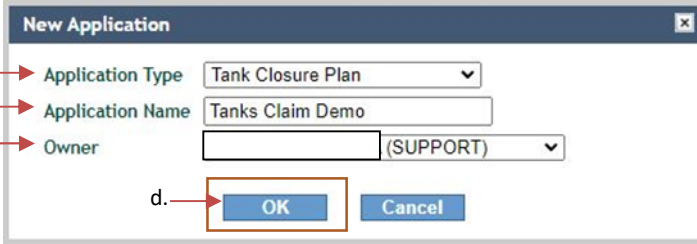
The New Application creation window will appear.

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.



a. Application Type Tank Closure Plan

b. Application Name Tanks Claim Demo

c. Owner (SUPPORT)

d. OK Cancel

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

Tank Closure Plan: Tanks Claim Demo | (In Progress)

Tank Closure Application Sign and Certify DEP Review

Tank Closures [Add Closure Application](#)

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

Email

Phone

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

Proposed date range of closure(s) From: To:

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

[Save](#) [Cancel](#)

0 tanks.

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

[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.

0 tanks.

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

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
-------------	----------	---------------	-----------------	-------------	-----	-----	------	------------	----------	-----------------

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

Close Tank Choices

Search All Tanks: 1 tanks.

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

269026 999-00000559 Level 1 Water 1740000

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.

Save Cancel

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

Leer South A 001-00000509 RL 4245

Leer South C 001-00000511 RL 4200

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 Sign and Certify DEP Review

New Owner Contact Information

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

Tanks to Release: 1 tanks.

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

Rain for Rent 269026 999-00000559 Level 1 Water 1740000

Check All

Close Tank Choices

Search All Tanks: 0 tanks.

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

No tanks meet the criteria

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.
<div>Inspection Certification Sign and Certify</div>			
<div>1. Certify <input type="checkbox"/></div> <p><small>I certify that I have personally examined and I am familiar with the information submitted in this and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete to the best of my knowledge.</small></p> <div><div>Name <input type="text"/></div><div>Title <input type="text"/></div></div>			
<div>2. Submit Submit</div>			

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.