

# Navigating the Aboveground Storage Tank Inspection Certification Application



A guide to assist in submitting fit or not-fit for service inspection certifications.

Rev. 1

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## Regulatory Guidance

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As mandated by WV Code, Chapter 20, Article 30, Section 6 (WV Code §22-30-6 or the Act) and Legislative Rule Title 47, Series 63, Section 5.2 (47 CSR 63-5.2) each regulated Level 1 and 2 aboveground storage tank and its associated secondary containment structure must be evaluated and certified by a qualified person, as described below:

- professional engineer licensed by the State Board of Registration for Professional Engineers, or
- qualified person working under the direct supervision of a professional engineer (PE) licensed by the State Board of Registration for Professional Engineers, or
- individual certified by the American Petroleum Institute (API) to perform tank inspections, or
- individual certified by the Steel Tank Institute (STI) to perform tank inspections

On or before January 28, 2017, and annually thereafter, owners or operators of a regulated aboveground storage tank shall submit a certification that the regulated AST and its associated secondary containment structure have been evaluated and meet the standards established in the AST Rule (47 CSR 63). Any Level 1 or Level 2 AST properly inspected and certified pursuant to the Interpretive Rule (47 CSR 62) will be considered to have met the initial inspection criteria under the AST Rule (47 CSR 63).

For Level 1 AST systems, the initial inspection conducted in accordance with 47 CSR 63 and subsequent inspections every third year thereafter shall be completed by a qualified person as described above. For Level 2 AST systems, the initial inspection conducted in accordance with 47 CSR 63 and subsequent inspections every fifth year thereafter shall be completed by a qualified person as described above.

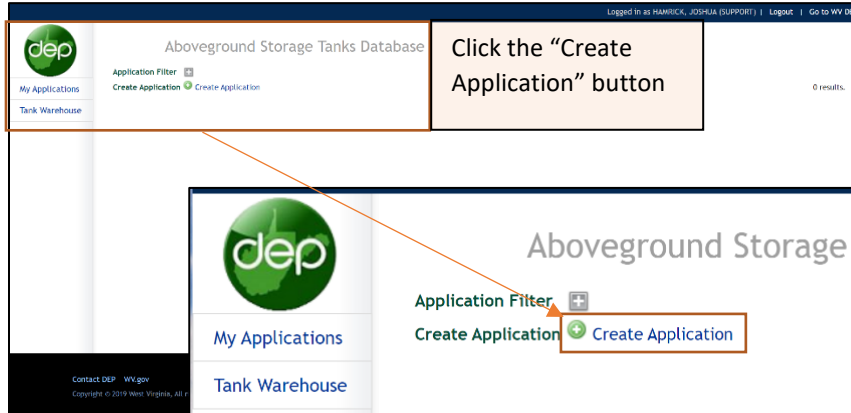
For both Level 1 and Level 2 AST systems subject to the Rule, the tank owner or operator shall certify annual inspections in intervening years between the inspections performed by qualified persons. The owner or operator completing the inspection certification is not required to certify tank integrity but must certify whether or not any obvious change occurred to the AST System in intervening years between certifications performed by a PE, API, or STI certified inspector.

Inspection certifications must be uploaded through DEP's Electronic Submittal System (ESS). If deficiencies were found during the inspection, documentation must be uploaded with the certification describing the deficiencies, and abatement measures with a proposed schedule for correcting the deficiencies. If the tank is certified Not Fit for Service, the proposed schedule must include requirements for repairs, replacement, or permanent removal from service of the AST until the AST is made Fit for Service.

This guide is designed to assist tank owners or operators in submitting fit and not-fit for service inspection certifications. Please follow the below instructions.

## Creating an Inspection Certification Application

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The New Application creation window will appear.

- a. Application Type – Select AST Inspection Certification as the application type.
- b. 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.
- c. Owner – Select the Owner. You may have user right to register tanks for multiple owners. Ensure you are selecting the intended owner.
- d. Click “OK” to create the application.

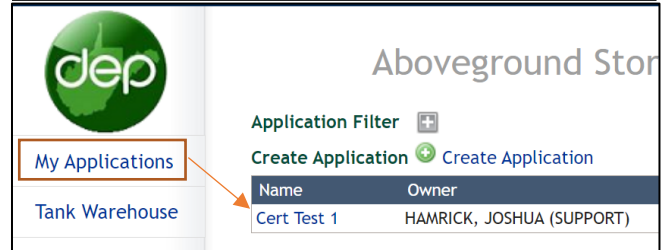
a. Application Type: AST Inspection Certification

b. Application Name: Fit Upload Test 5-18-21

c. Owner: HAMRICK, JOSHUA (SUPPORT)

d. OK Cancel

Applications can later be searched for by clicking “My Applications” and searching by application name.



## Uploading an Inspection Certification Form

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Now that the application has been created you will be directed to the inspection certification main page. Click the “Add Inspection Certification” button.

AST Inspection Certification: Fit Upload Test 5-18-21 | HAMRICK, JOSHUA (SUPPORT) (In Progress)

Inspection Certification Sign and Certify  
 Inspection Certifications **+ Add Inspection Certification \***

Click on the choose tank “?” to see a description of how to use the various filters found on the inspection certification tank selector screen. You may also click the “Search” button to load all tanks registered to the owner.

Select the intend tank from the list; you will be uploading your prepared document from your PC.

Choose One	Facility	Owner Tank Id	Tank Reg Number	Level-Class	Substances	Capacity	Tank Contact
select	river road	ZCC Tank 1>50k	007-00001179	Level 1	Brine(Brine, oil and gas), Crude oil(Crude oil)	76000	Joshua Rickham
select	river road	ZCC Tank lofl	007-00001180	Level 1	Propanoic acid, 2-hydroxy-	16800	Joshua Rickham
select	river road	ZCC Tank 1>50k 2	007-00001185	Level 1	sphate(Isosorbide dinitrate mixture with not less than 60% lactose, mannose, starch or calcium hydrogen phosphate), Tar, coal...	110000	Joshua Rickham
select	RL Facility	RL Tank 4_Copy_1	007-00001186	Level 1	Phosphorothioic acid, O-[4-[(dimethylamino)sulfonyl]phenyl] O,O-dimethyl ester	55000	Joshua Rickham
select	RL Facility	RL Tank 4_Copy_2	007-00001187	Level 1	Brine(Brine, oil and gas)	3200	Joshua Rickham
select	RL Facility	RL Tank 1_Copy_4	034-00000540	Level 1	Benzene, 1,1'-(2,2,2-trichloroethylidene)bis[4-chloro-	4000	Joshua Rickham
select	river road	ZPC lofl	040-00001047	Level 2	Brines, bittern	4200	Joshua Rickham
select	river road	ZPC >50k	040-00001048	Level 1	Condensates (petroleum), vacuum tower	670000	Joshua Rickham
select	RL Facility	RL Tank 5	051-00000209	Level 1	Brine(Brine, oil and gas)	320000	Joshua Rickham

- Selecting a tank will prompt the inspection certification upload window.
- Select fit type depending on inspection results.
- Choose the file to upload.
- Enter the inspection certification date and click “Save”.

Inspection certification forms that have been uploaded will appear as rows in the inspection certification list.

Additional inspection certifications can be added by clicking "Add Inspection Certification" and completing the previous steps.

Uploaded documents can be viewed by clicking the link in the documents column

Applications can be viewed or deleted by using the link to the far left of the row.

AST Inspection Certification: Fit Upload Test 5-18-21 | HAMRICK, JOSHUA (SUPPORT) (In Progress)

Add Inspection Certification \*

Fit For Service	Facility Name	Owner Tank Id	Tank	Capacity	Document	Fitness Date	
Yes	river road	ZCC Tank 1->50K 2	007-00001185	110000 gal	upload doc 1.png	05/11/2021	view delete

**Application Certification and Submittal**

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Click the "Sign and Certify" tab.

Click the certify check box.

Fill in the name and title fields.

Click the "Submit" button.

1. Certify

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.

2. Submit

At this point, the application is considered complete and your certifications are immediately available for review. An email notification will be sent to the email address we have on file if the application has been submitted successfully.