Navigating the Aboveground Storage Tank
HB2811 Application

A guide to assist in applying the HB2811 exemption to aboveground storage tanks.
(oil & gas and roadway pretreatment tanks)
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Creating an HB2811 Exemption Application

In this walkthrough, we will create and submit an HB2811 exemption application. This exemption applies to oil and gas tanks that contain fluids associated with hydrocarbon production and have a capacity of 8820 gallons or less. The exemption also applies to tanks that contain substances used for roadway pretreatment that are 10000 gallons or less.

The New Application creation window will appear.

a. **Application Type** – Select 2017 HB2811 application 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 companies. Ensure you are selecting the intended owner of the new tank.
d. **Click “OK” to create the application.**

The “My Applications” link can be used to search for previously created application. Clicking the application name will direct you to the application so that you can continue entering information or view the application status with the “DEP Review” Tab.
Adding Tank Exemption

After the HB2811 application has been created, you will be directed to the below screen. Click on “Add Tank Exemption” to begin the tank selection process.

Select Exemption Type

Use the “Tank Exemption Type” drop down to select between Hydrocarbon Substance or Roadway Pretreatment.

Tanks Search

Click “Search” to populate a list of all registered tanks. Use the filter to refine your search if necessary. This application will only populate a list of registered tanks that contain the appropriate substance and with the appropriate tank capacity as described in the introduction of the guide.
Select one or more tanks. If you wish to apply the exemption to all tanks, select “Check All”.

Adding a document to this application is optional or upon request.

Use the page numbers to navigate from page to page.
Once the list of tanks have been chosen, click “Add to Selected Tanks”. The selected tanks will be migrated to the tanks exemption details window. Click “Close Tank Choices” once all tank have been selected to collapse the tank choice menu.

If a tank was mistakenly migrated to the selected tanks window, you may select the tank and click “Remove from selected tanks” to migrate the tank back to the tank choice window.

Save the Application

Click “Save” to save your application.
After saving the application, you may proceed to the “Sign and Certify” Tab.

Click the “Sign and Certify” tab.

Click the certify check box.

Fill in the name and title fields.

Click the “Submit” button.

At this point, the application is considered complete. An email notification will be sent to the email address we have on file if the application has been submitted successfully.