

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)

Rev 1

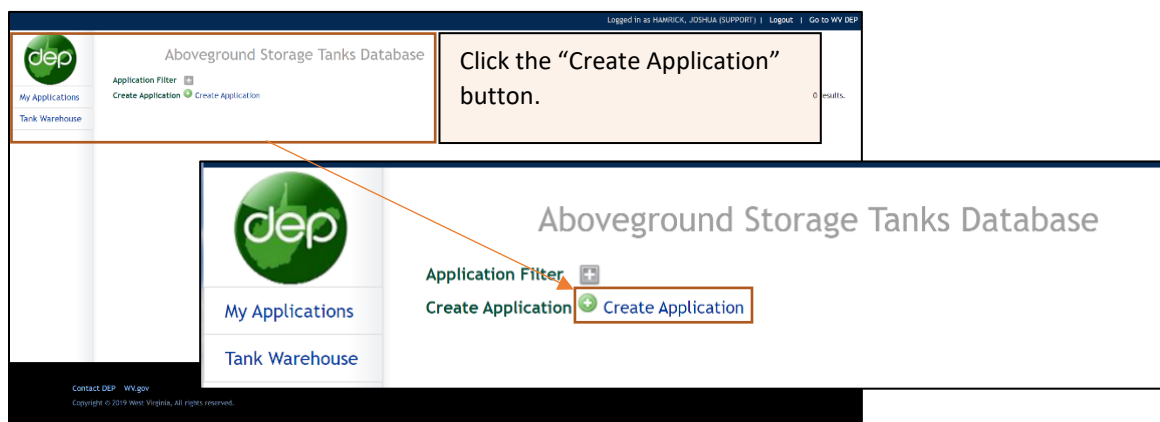
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Creating an HB2811 Exemption Application

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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.

- Application Type – Select 2017 HB2811 application 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 register tanks for multiple companies. Ensure you are selecting the intended owner of the new tank.
- Click "OK" to create the application.

New Application

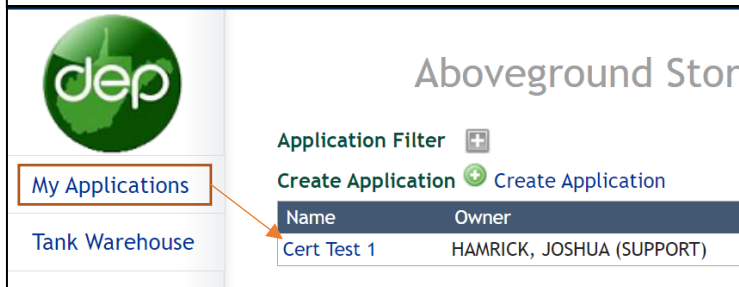
a. Application Type 2017 HB2811

b. Application Name Test Application 123

c. Owner HAMRICK, JOSHUA (SUPPORT)

d. OK Cancel

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

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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.

Tank Exemptions Sign and Certify DEP Review

Tank Exemptions Add Tank Exemption *

Select Exemption Type

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

Tank Exemptions Sign and Certify DEP Review

Tank Exemptions Add Tank Exemption *

Tank Exemption Detail

Tank Exemption Type

Selected Tanks: 0 tanks.

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

Choose Tanks

Documents Add Document (optional or upon request)

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.

Tank Exemptions Sign and Certify DEP Review

Tank Exemptions Add Tank Exemption *

Tank Exemption Detail

Tank Exemption Type Hydrocarbon Substance

Selected Tanks: 0 tanks.

Choose Tank	Facility	Owner Tank ID	Tank Reg Number	Level-Class	ZCC	ZPC	SWPA	Substances	Capacity	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

Documents Add Document (optional or upon request)

Select and Add Tanks

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Select one or more tanks. If you wish to apply the exemption to all tanks, select “Check All”.

Tank Exemptions | Sign and Certify | DEP Review

Tank Exemptions [Add Tank Exemption](#) *

Tank Exemption Detail

Tank Exemption Type: Hydrocarbon Substance Save Cancel

Selected Tanks: 0 tanks.

Choose Tank	Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	TankCapacity	Current Contact
<input type="checkbox"/>	I Gas & Oil Corp	001-00000001	001-00000001	RL/MN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	I Gas & Oil Corp	001-00000002	001-00000002	RL/MN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	I Gas & Oil Corp	001-00000064	001-00000064	RL/MN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	I Gas & Oil Corp	001-00000065	001-00000065	RL/MN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	I Gas & Oil Corp	001-00000066	001-00000066	RL/MN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	I Gas & Oil Corp	001-00000067	001-00000067	RL/MN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	I Gas & Oil Corp	001-00000068	001-00000068	RL/MN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	I Gas & Oil Corp	001-00000069	001-00000069	RL/MN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	I Gas & Oil Corp	001-00000070	001-00000070	RL/MN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	I Gas & Oil Corp	001-00000071	001-00000071	RL/MN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brine	4200	

☐ Check All

1 2 3 4 5 6 7 8 9 10 ...

Documents [Add Document \(optional or upon request\)](#)

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

Use the page numbers to navigate from page to page.

Close Tank Choices

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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.

Tank Exemptions Sign and Certify DEP Review

Tank Exemptions Add Tank Exemption

Tank Exemption	Facilities	App Event Type	Created Date	Tanks	Documents	Doc Date	
Hydrocarbon Substance tank list	0	Hydrocarbon Substance	06/26/2021	0	0	06/26/2021	delete

Tank Exemption Detail

Tank Exemption Type Hydrocarbon Substance

Save Cancel

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"/>	Diversified Gas & Oil Corp	001-00000002	001-00000002	RL/MN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	Diversified Gas & Oil Corp	001-00000065	001-00000065	RL/MN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	Diversified Gas & Oil Corp	001-00000067	001-00000067	RL/MN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brine	4200	

☐ Check All

Close Tank Choices

Search All Tanks. Add to selected tanks Remove from selected tanks 11958 tanks.

Search

Choose Tank	Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	Capacity	Current Contact
<input type="checkbox"/>	I Gas & Oil Corp	001-00000001	001-00000001	RL/MN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	I Gas & Oil Corp	001-00000064	001-00000064	RL/MN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	I Gas & Oil Corp	001-00000066	001-00000066	RL/MN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	I Gas & Oil Corp	001-00000068	001-00000068	RL/MN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	I Gas & Oil Corp	001-00000069	001-00000069	RL/MN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	I Gas & Oil Corp	001-00000070	001-00000070	RL/MN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	I Gas & Oil Corp	001-00000071	001-00000071	RL/MN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	I Gas & Oil Corp	001-00000072	001-00000072	RL/MN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	I Gas & Oil Corp	001-00000073	001-00000073	RL/MN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
<input type="checkbox"/>	I Gas & Oil Corp	001-00000074	001-00000074	RL/MN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brine	4200	

☐ Check All

1 2 3 4 5 6 7 8 9 10 ...

Documents Add Document (optional or upon request)

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.

Tank Exemptions Sign and Certify DEP Review

Tank Exemptions Add Tank Exemption

Tank Exemption	Facilities	App Event Type	Created Date	Tanks	Documents	Doc Date	
Hydrocarbon Substance tank list	0	Hydrocarbon Substance	06/26/2021	0	0	06/26/2021	delete

Tank Exemption Detail

Tank Exemption Type Hydrocarbon Substance

Save Cancel

Selected Tanks: 3 tanks.

Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	TankCapacity	Current Contact
I Gas & Oil Corp	001-00000002	001-00000002	RL/MN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
I Gas & Oil Corp	001-00000065	001-00000065	RL/MN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brine	4200	
I Gas & Oil Corp	001-00000067	001-00000067	RL/MN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brine	4200	

Choose Tanks

Documents Add Document (optional or upon request)

Application Certification and Submittal

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



Tank Exemptions **Sign and Certify** DEP Review

Tank Exemptions [Add Tank Exemption](#)

Tank Exemption	Facilities	App Event Type	Created Date	Tanks	Documents	Doc Date	
+ Hydrocarbon Substance tank list	1	Hydrocarbon Substance	06/26/2021	3	0	06/26/2021	delete

Click the “Sign and Certify” tab.

Click the certify check box.

Fill in the name and title fields.

Click the “Submit” button.



Inspection Certification **Sign and Certify**

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.

Name

Title

2. Submit

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.