Navigating the Aboveground Storage Tank Modification Application

A guide to assist in modifying existing aboveground storage tank registration Information.

Rev. 1
The purpose of this document is to assist tank owners in modifying existing aboveground storage tank information. The DEP Tank program launched a new and improved database on June 28th, 2021. We would like to take a few minutes to cover some of the enhancements and benefits of this new system. Many of the changes were based on user feedback. This list does not cover all of the improvements but does cover those which we think you will find most valuable.

1. Owners and operators are now able to add any tank to an application and are no longer restricted by reference document numbers (Ref Doc example: 2014-00000001). This improves efficiency and reduces the number of application submittals.
2. Owner and operators are no longer required to click section complete radio buttons to advance the applications. The new application design saves valuable time by eliminating this redundant task.
3. DEP revised how tank ownership is transferred. All tanks across ownership can be added to a single application for release. Additionally, we have developed a shorter tank claim form. This significantly reduces the time and number of applications required to transfer ownership of tanks.
4. Developed an ownership contact form specific to changing ownership contact information. This is account-wide and eliminates redundant application submittals.
5. Developed a tank contact form. This allows consultants, facility managers, and other tertiary contacts to assign their contact information to a group of tanks. This form is not changing owner information, but for adding other contacts such as on-site personnel to contact when arranging a site visit.
6. Starting in 2021, owners and operators will be able to review an itemized list of tank fees. This increases fee transparency and allows for thorough audits. For convenience, the invoice sent will be a summary of all fees owed, but will provide information on how to view an itemized tank list related to fees invoiced starting with the annual billing in 2021.
7. Invoices have been simplified but now include information on other back fees that may still be owed. This helps keep track of invoices that may have slipped through the cracks. Remember, an itemized list can be reviewed on the owner's web portal starting in 2021.
8. Invoice notifications will be emailed to the owner, operator, and any tertiary contacts when an invoice is generated and mailed. This increases the likelihood that an invoice will make it to the correct person.
9. The warehouse has been enhanced to include access to uploaded documents such as spill plans and fit forms, has an expanded number of filters and filter functionality, added tank payment history, and much more. Just click the blue links!
10. Starting 2021, a reports section will be release to tanks owners. This will allow tank owners to download various reports specific to their tanks and more easily access their registration information.
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Creating a Registration Modification Applications

In this walkthrough, we will create and submit an AST Modification application. This application can be used to register new tanks, claim ownership of transferred tanks (see tank transfer instructions for claiming a tank), or modify existing tank attributes. Tanks on this application will be associated with the same facility, landowner, and operator. This walkthrough will focus on modifying existing tank information.

The New Application creation window will appear.

a. **Application Type** – Select AST Registration Modification 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. Choose the permit associated with the tank that needs modified.
e. Click “OK” to create the application.

The “My Applications” button can later be used to locate for previously created applications by searching for the owner assigned application name.
Navigating the Registration Modification Screen

After the AST Modification application has been created, you will be directed to the below screen. You will notice multiple tabs. Each tab with a red Asterix (*) must be completed before the application can be submitted. Once a section is complete the red Asterix (*) will be removed, indicating that you may submit using the certification tab.

Facility
If the tank is not associated with a facility, you may enter home office information.

Landowner Operator Tanks Doc. Upload

Certification
Sign and certify that the information provided is accurate.

DEP Review
DEP Review is used to track the progress of submitted applications.

Clicking on “My Applications” will direct the user back to the main page which contains a list of all previously created applications.

Clicking on “Warehouse” will direct users to the AST warehouse. See the AST Warehouse guide for more information.

The Zip Code Reference button will direct the user to the USPS Zip Code Look Up site.
Navigating the Facility Tab

Fill in the required information on all tabs. Notice that required information is indicated by a red Asterix (*). The red Asterix will be removed once information is entered, and the user navigates to a different tab. If the red Asterix remains on a tab after navigating to a new tab, then something was missed. The only required information on the modification form is found on the “Tanks” tab. Information on the other tabs can be modified, as necessary. If you are not changing the information on the facility, landowner, or operator tabs, skip to the tank tab instructions of this walkthrough.

Use the Coordinate link to select the facility location or enter the coordinates if known or collected onsite.

The “Facility Regulations” link is used to inform the tanks program of other regulations/permits the facility is covered under.

If applicable, click the link and fillout the facility program fields.

Click the NAICS link to open the NAICS search tool.

Use the NAICS search bar by typing in the industry code or a description of industry.

Click “Select” next to the NAICS code. The NAICS code will be entered into the application and the NAICS window will close.
Navigating the Landowner Tab

Click the “Add Landowner” in the landowner tab. If a landowner is unknown, click “Add Landowner” and select “Yes, but unknown”.

Select “Yes” if the landowner is different. You will need to fill out the contact form and click “Save”. The new landowner information will be filled in as the contact. Navigate to the “Operator” tab.

Select “Yes, but unknown” if the landowner is unknown. You will be directed to the previous screen and “Unknown” will be filled in as the contact. You can edit or delete this information by clicking “Edit” or “Delete” located to the right of the contact information. Navigate to the “Operator” tab.

Select “No” if the landowner is the same as the tank owner. You will be directed to the previous screen and the tank owner will be filled in as the contact. You can edit or delete this information by clicking “Edit” or “Delete” located to the right of the contact information. Navigate to the “Operator” tab.
Navigating the Operator Tab

Use the radio buttons to answer the operator question.

Click the "Yes" radio button if the operator is the same as the tank owner and navigate to the "Tanks" tab. You can edit or delete this entry by using the links to the right of the entry.

If the operator cannot be found, click "Request new operator?". Enter the new operator information in the operator information window and click "Save" and navigate to the "Tanks" tab.

Click "Add Operator" to open the operator search tool. Search for the operator by using the search bar. Click "Select" next to the operator or click "Request new operator?". If the operator cannot be found, click "Request new operator?".

Enter the new operator information in the operator information window and click "Save" and navigate to the "Tanks" tab.
Navigating the Tanks Tab

In this walkthrough, we will use the “Choose Tank from Permit” button. For instruction on adding a new tank to this application, please refer to the “Add New Registration” walkthrough. If you are claiming a tank as part of a transfer, refer to the transfer walkthrough.

The “Claim Tank(s)” button is used to claim tanks released by owners for transfer. Please refer to the AST transfer walkthrough to learn more about releasing and claiming tanks/transfer.

Click “Choose Tank from Permit” to access all tanks registered to the owner. Click on the “?” to see a description of how to use the various filters of the tank selection screen. Click “Search” and locate the tank to be modified. Click the checkbox next to the tank and click “Save Selection”. You will be redirected to the main page of the application.

The selected tank should now appear on the tank list section of the main page of the application. Click on the tank name to proceed with the modification. You can use the “Delete” button located to the right of the tank entry to remove a tank from the list if necessary.

Please reference the “Add New Registration” walkthrough for further guidance.
Click save tank at any time. Navigating to a new tab will automatically save information entered into the application.

The form should now be populated with all tank attribute previously provided to the DEP. Navigate to the section that contains the tank attributes that require modification/updates.

Each section is expandable. Click on the “+” or “-” button to expand or collapse the sections as needed.
Section 1 – Tank Description

1. Owner Assigned Tank ID (You can use numbers, letters, periods, hyphens) *

2. Date of Installation (month/year: MM/YYYY) *

3. Year Tank Constructed (year: YYYY) *

4. Coordinates of Tank Center: View/Set Coordinates With Map
   - Latitude *
   - Longitude *

5. Is tank associated with production of oil and gas at a well? *
   - Yes
   - No

   5.a. If yes, what type of well? *

   5.b. Please provide the API number *

Section 2 – Tank Exemptions and Exceptions

Section 2 contains a list of available exemptions. Use the radio button to select “Yes” or “No” to claim an exemption. Only one exemption can be claimed in questions four through six.
If the tank is not regulated under existing State or Federal programs other than The AST program, select “No”. Question two will not be required.

Selecting “Yes” will open question two. Click “Add Program” and fill out the table. You must click “Save” once the table has been completed.

Sections 4 – Tank Construction

Fill out all sections marked with a red astrix “*”. Some fields such as piping information may be blank by default. This is because the information was not collected by the DEP in the past.
Clicking “Add Substance” will generate a window that is used to search for and add substances to the tank. You can search by substance name or CAS#. Use the search bar to identify the substance in the tank.

Selecting a substance will fill in the table. You can add comments, as necessary. Click “OK” once complete.

Substances added to the application will appear in a table below question one. Multiple substances can be added to the application by clicking “Add Substance” again. You may delete a substance by clicking “Delete” next to the substance comments.
Adding Tank Compartments

The “Add New Compartment” tab is used if your tank is constructed with multiple compartments. Clicking the “Add New Compartment” button will create an additional compartment for the tank. You can skip this button and go to page 12 of this document if the tank does not have multiple compartments.

If the “Add Compartment” button is not prompting the display of the second compartment. Please navigate to a different Tab, “Landowner” for example, and then back to the “Tank” tab. You should now see the compartments and status of compartments as imaged below.

Click on the compartment to access the compartment and fill out all required information. “Complete” under application status indicates that all required information has been entered.

Enter all required information and then click “Save Compartment”. You will be directed back to the main section list of the tanks tab. If all information has been successfully entered, there will be no remaining red “*”.

Check each tab (facility, landowner, operator, tanks) for a red “*”. A red Asterix indicates that there is missing information. If there are no red astrix, then the application is complete and you may navigate to the certification tab to certify and submit the application.
Questions three under section 5 is asking for any confidentiality claims. A confidentiality claim requires a document upload. Follow the below steps to claim confidentiality. If you are not claiming confidentiality, you may skip to page 13 of this document.

Click on the “Document Upload” tab. This tab is used to upload documents request by the DEP or to upload supplementary information provided by tank owners. In this case, confidentiality documentation is required.

Click “Add Document” to open the document upload window. Click “Choose File” and locate the document on your PC then click the “Save” button to attach the document to the application.

Successfully uploaded documents will appear in the document list. Multiple documents can be uploaded by repeating the process. Click the document title to review the uploaded document. You can use the “delete” button to remove a document if necessary.
Copies of tanks can be created for tanks that have similar attributes. Clicking “Create Copies” will open a window which allows the selection of the tank to be duplicated as well as entry for the number of duplicates needed. Click “OK” to close the window and begin entering data for on the duplicated tanks.

Duplicated tanks will appear in the tanks list and will have a status of “incomplete”. Click the tank name and fill in any information that is marked with a red astrix.
Certification and Submittal

Once the application is complete, certify that all information is accurate to your knowledge and submit the application.

Click the “Review Application” button to generate a summary of the application.

The summary PDF contains critical information for review. Capacity, substance, and location are critical in determining your tanks level determination.

Certify that the information is correct to your knowledge, sign, date, and click submit.

An email will be delivered to the address we have on file as notice that the application has been received.
Tracking Application Progress

The status of applications submitted to the DEP can be tracked by accessing the application and navigating to the “DEP Review” tab. Additionally, status updates will be delivered to the email addresses we have on file.

At this point, the application is considered complete. It will be reviewed by the DEP and, if necessary sent back for additional information or correction. If the application is reviewed and approved, a notice will be sent to the email(s) we have on file. This email will contain a summary of the tank registration information including the nearest water intake and tank level determination.