Navigating the Aboveground Storage Tank New Registration Application

A guide to assist in registering aboveground storage tanks.

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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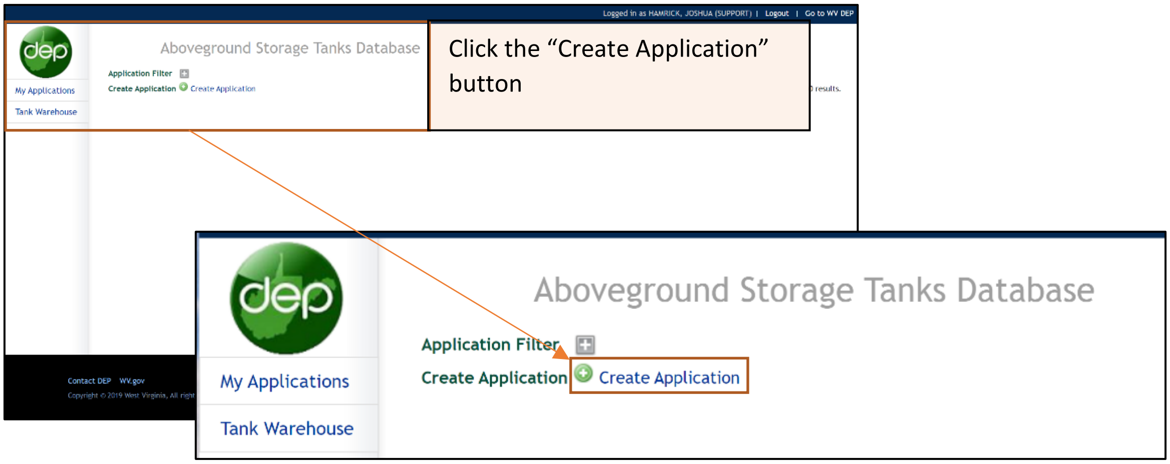
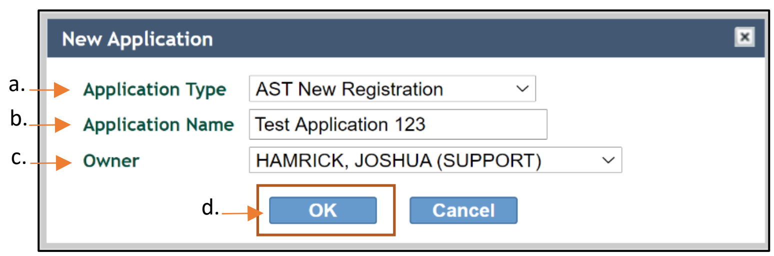
Creating a New Tank Registration [return to table of contents]

In this walkthrough, we will create and submit an AST New Registration application. This application can be used to register new installs or claim ownership of a transferred tank (see tank transfer instructions for claiming a tank) This application will create a new reference document/permit number (for example, 2021-00000001). Tanks on this application will be associated with the same facility, landowner, and operator. If you wish to add a tank to an existing reference document/permit number, please use the modification application.

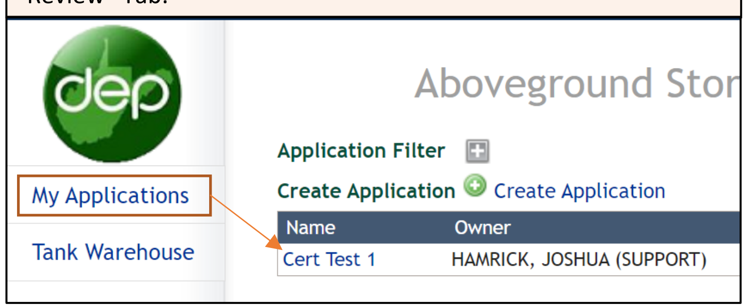


The New Application creation window will appear.

a. Application Type – Select AST New Registration 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.



Navigating the New Registration Screen

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After the AST New Registration 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. Once all red Asterix are removed, you may submit using the certification tab.

Facility

If the tank is not associated with a facility, you may enter centraloffice information.

Landowner

Operator

Tanks

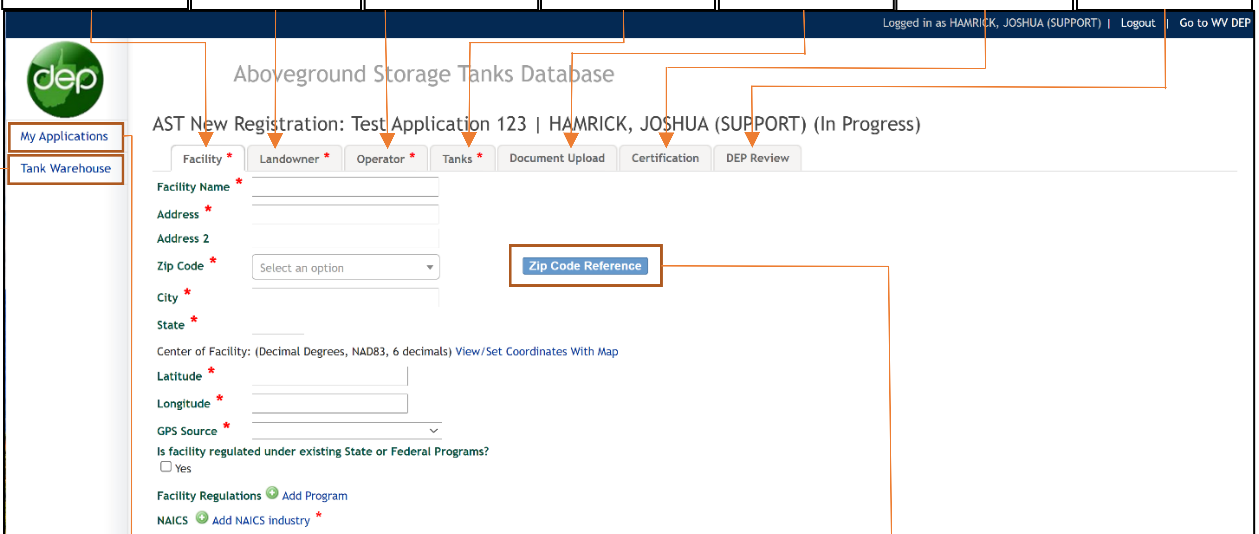
Doc. Upload

Certification

Sign and certify that the information provided is accurate.

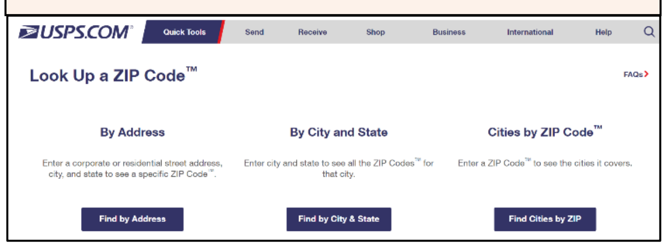
DEP Review

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

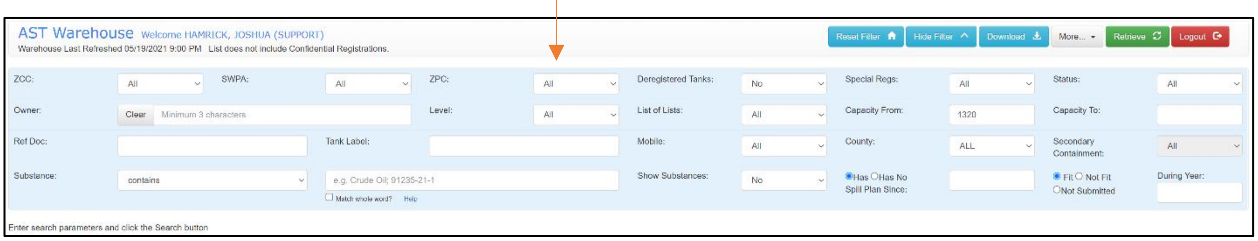


Clicking on "My Applications" will direct the user back to the main page which contains a list of all created applications.

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



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



Navigating the Facility Tab

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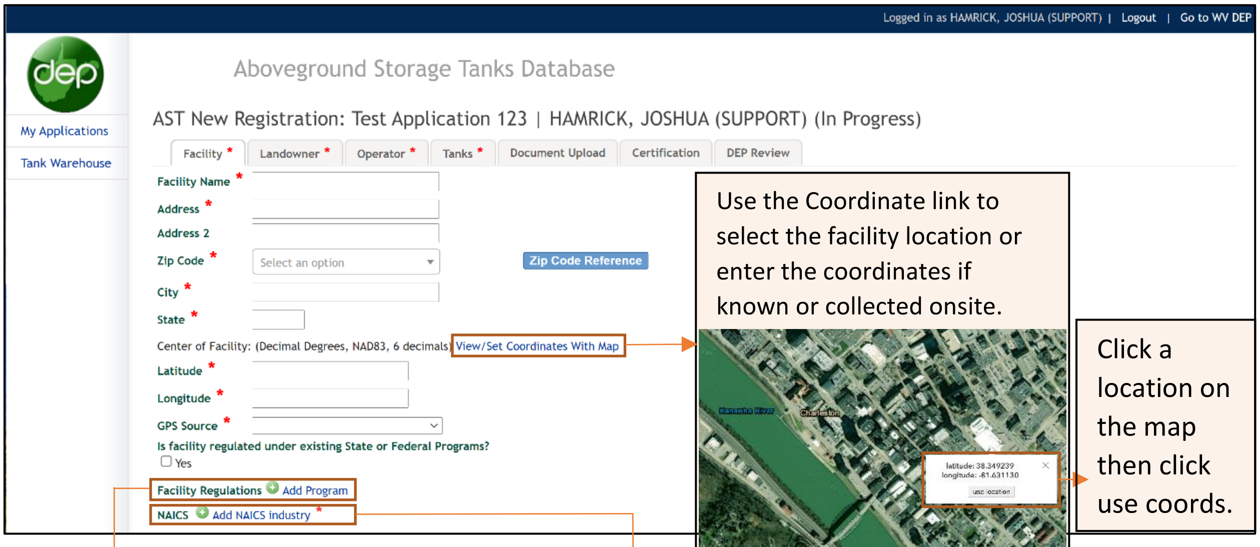
Fill in all required information for the facility. Required information is indicated by a red Asterix (*). The red Asterix will be removed once information is entered, and the user navigates to a different tab. If the red Asterix remains on a tab after navigating to a new tab, then something was missed. Navigate back to the tab and ensure all required information has been entered.

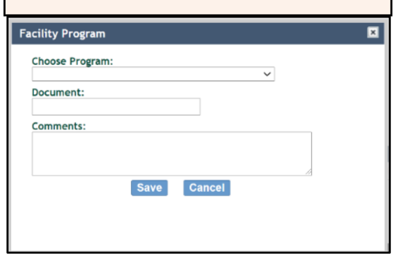


Use the Coordinate link to select the facility location or enter the coordinates if known or collected onsite.

Click a location on the map then click use coords.

The "Facility Regulations" link is used to inform the tanks program of other regulations/permits the facility is covered by.

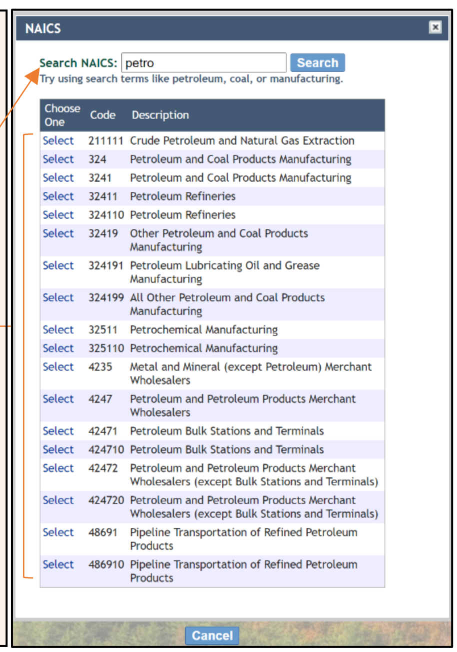
If applicable, click the facility regulations link and fill out the facility program form then click "Save".



Click the NAICS link to open the NAICS search tool.

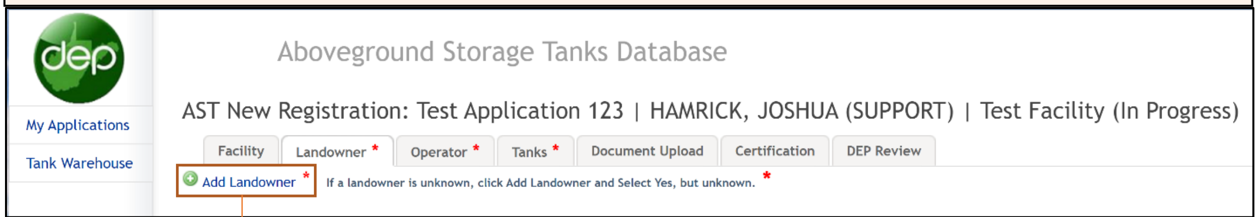
Use the NAICS search bar by typing in the industry code or a description of industry.

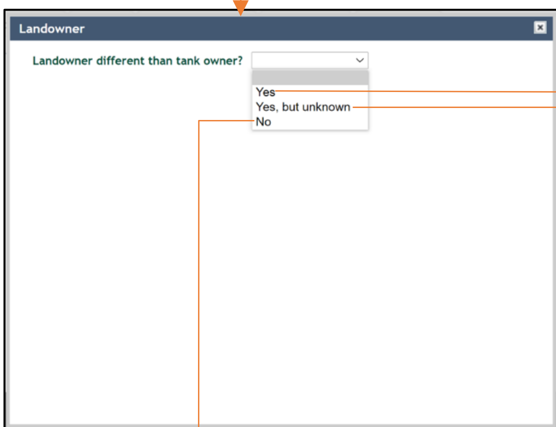
Click "Select" next to the NAICS code. The NAICS code will be entered into the application and the NAICS window will close.



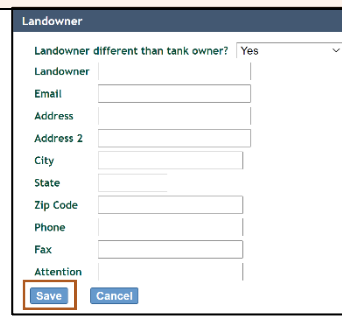
Navigating the landowner tab [return to table of contents]

Click the "Add Landowner" in the landowner tab. If a landowner is unknown, click "Add Landowner" and select "Yes, but unknown". Use the dropdown menu to make a selection.



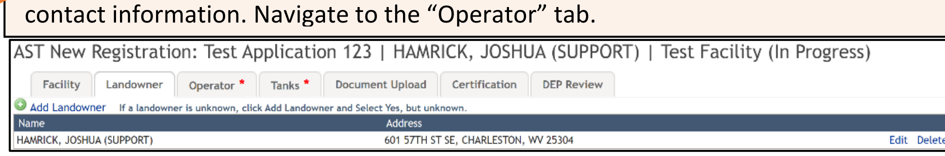


Select "Yes" if the landowner is different. You will need to fill out the contact form and click "Save". The new landowner information will be filled in as the contact. Navigate to the "Operator" tab.



Select "Yes, but unknown" if the landowner is unknow. 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

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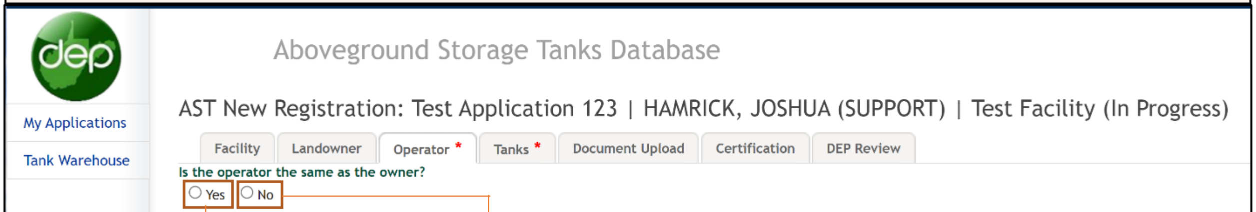
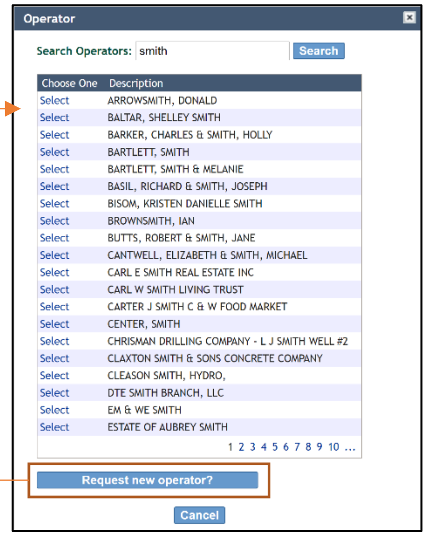
Use the radio buttons to answer the question



Click “Add Operator” to open the operator search tool.

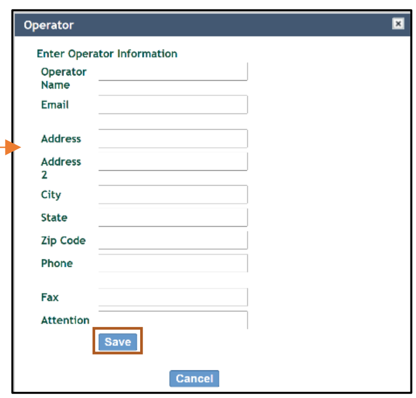
Search for the operator by using the search bar.

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.



Click the “Yes” radio button if the operator is the same as the tank owner and navigate to the “Tanks” tab.

Navigating the Tanks Tab

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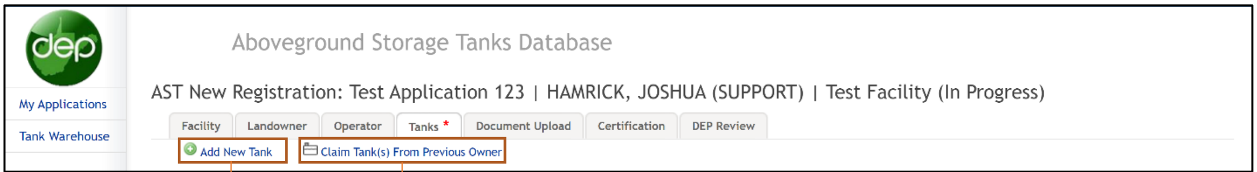
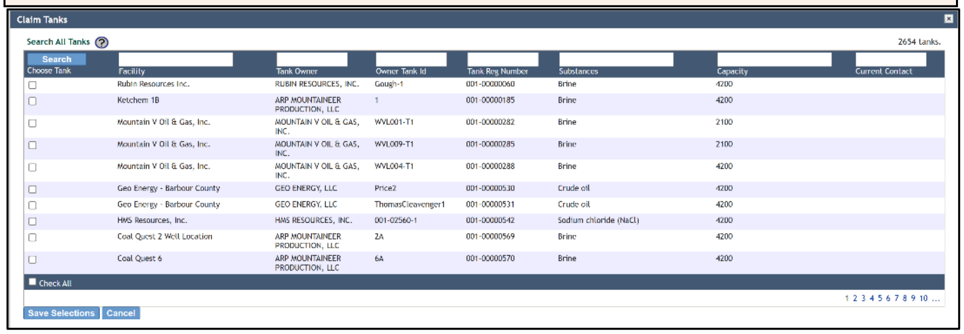
In this walkthrough, we will use the “Add New Tank” button. If you are claiming a tank as part of a transfer, refer to the transfer walkthrough for further guidance.



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 information about releasing and claiming tanks/transfers.


Claim Tanks

Search All Tanks — 2654 tanks.

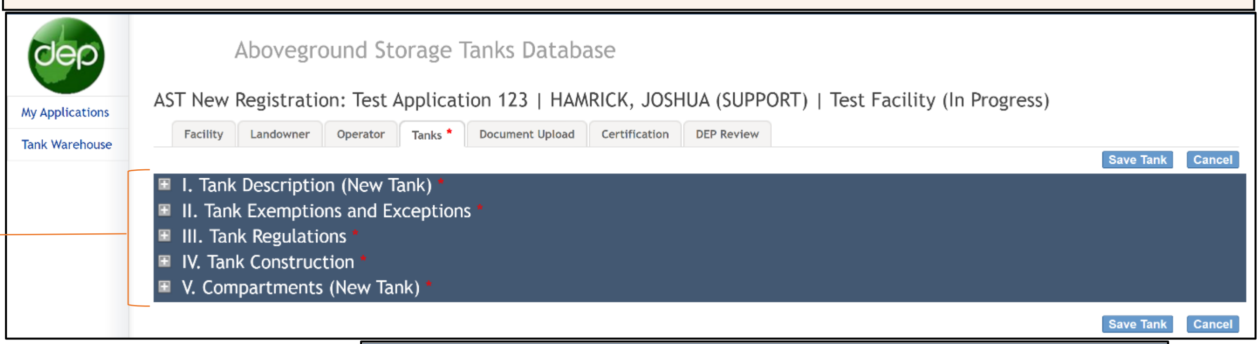
Choose Tank	Facility	Tank Owner	Owner Tank Id	Tank Reg Number	Substances	Capacity	Current Contact
☐	Rubin Resources Inc.	RUBIN RESOURCES, INC.	Gough-1	001-00000060	Brine	4200	
☐	Ketchem 1B	ARP MOUNTAINEER PRODUCTION, LLC	1	001-00000185	Brine	4200	
☐	Mountain V Oil & Gas, Inc.	MOUNTAIN V OIL & GAS, INC.	WVL001-T1	001-00000282	Brine	2100	
☐	Mountain V Oil & Gas, Inc.	MOUNTAIN V OIL & GAS, INC.	WVL009-T1	001-00000285	Brine	2100	
☐	Mountain V Oil & Gas, Inc.	MOUNTAIN V OIL & GAS, INC.	WVL004-T1	001-00000288	Brine	4200	
☐	Geo Energy - Barbour County	GEO ENERGY, LLC	Price2	001-00000530	Crude oil	4200	
☐	Geo Energy - Barbour County	GEO ENERGY, LLC	ThomasCleavenger1	001-00000531	Crude oil	4200	
☐	HMS Resources, Inc.	HMS RESOURCES, INC.	001-02560-1	001-00000542	Sodium chloride (NaCl)	4200	
☐	Coal Quest 2 Well Location	ARP MOUNTAINEER PRODUCTION, LLC	2A	001-00000569	Brine	4200	
☐	Coal Quest 6	ARP MOUNTAINEER PRODUCTION, LLC	6A	001-00000570	Brine	4200	

☐ Check All

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

Save Selections | Cancel

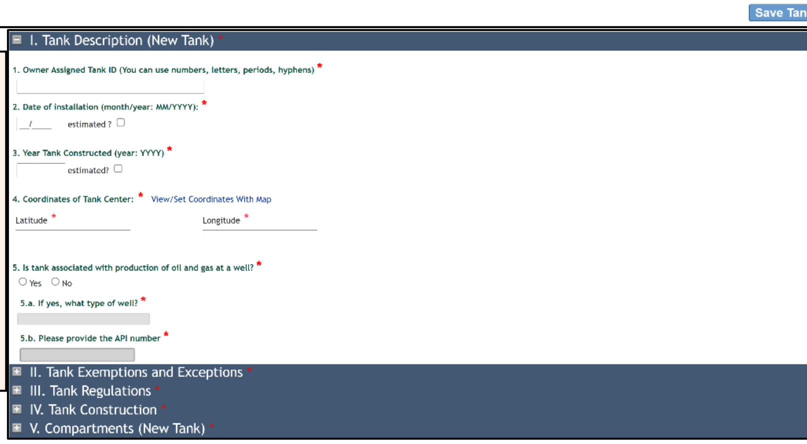
The “Add New Tank” button will create a blank form. This form is used to input information for new tank registrations. Each section must be completed prior to submitting the form.

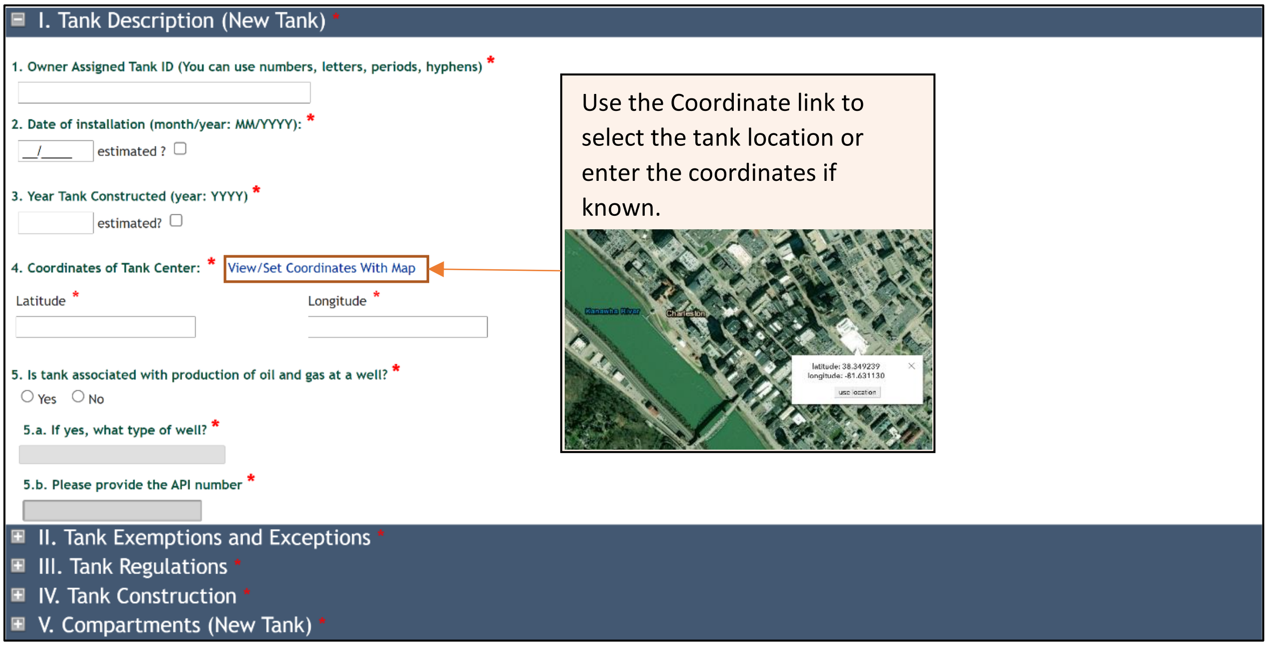


Notice sections 1 through 5.

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

When a section is complete, the red astrix will be removed.





⊟ I. Tank Description (New Tank) *

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

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

__/____ estimated ?

3. Year Tank Constructed (year: YYYY) *

estimated?

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 *

⊞ II. Tank Exemptions and Exceptions *

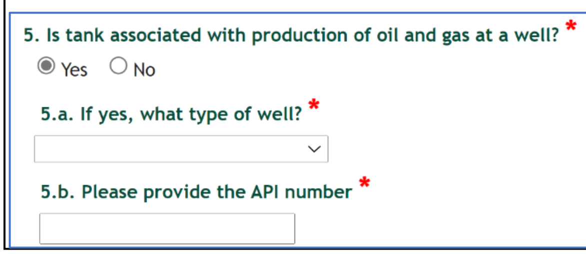
⊞ III. Tank Regulations *

⊞ IV. Tank Construction *

⊞ V. Compartments (New Tank) *

Use the Coordinate link to select the tank location or enter the coordinates if known.

The application will use previously entered information to determine what following questions are required. For example, selecting “Yes” on question 5 will open 5.a and 5.b. Notice the sections are grey otherwise.

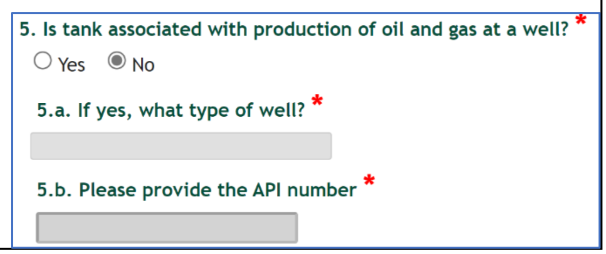


5. Is tank associated with production of oil and gas at a well? *

Yes No

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

5.b. Please provide the API number *



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 *

Tank Section 2 – Tank Exemptions and Exceptions

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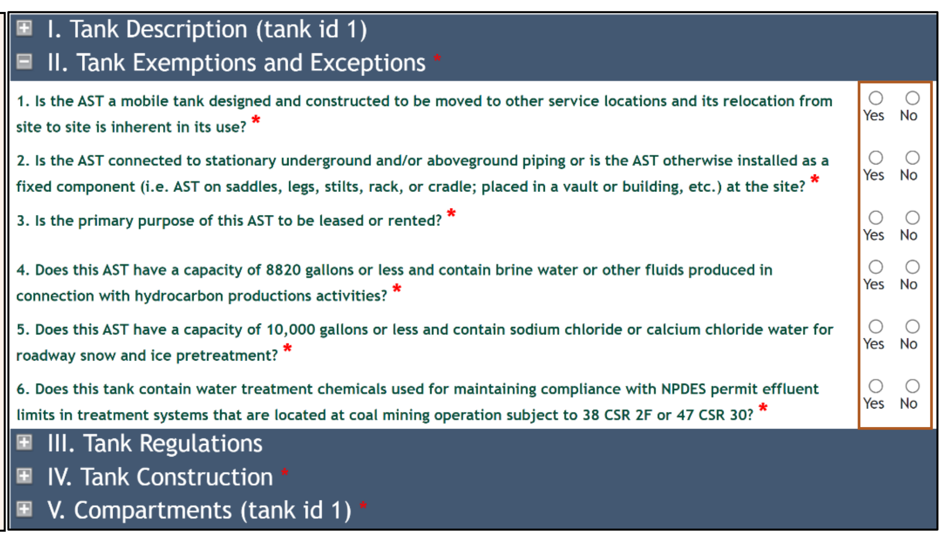
Expand section 2 and use the radio buttons to the right to indicate if the tank is mobile, rented, and which exemption may apply. Only one exemption can be selected at a time. You will notice that question 4, 5, and 6 will not allow you to select yes for more than one exemption.



⊞ I. Tank Description (tank id 1)

⊟ II. Tank Exemptions and Exceptions *

1. Is the AST a mobile tank designed and constructed to be moved to other service locations and its relocation from site to site is inherent in its use? * Yes No

2. Is the AST connected to stationary underground and/or aboveground piping or is the AST otherwise installed as a fixed component (i.e. AST on saddles, legs, stilts, rack, or cradle; placed in a vault or building, etc.) at the site? * Yes No

3. Is the primary purpose of this AST to be leased or rented? * Yes No

4. Does this AST have a capacity of 8820 gallons or less and contain brine water or other fluids produced in connection with hydrocarbon productions activities? * Yes No

5. Does this AST have a capacity of 10,000 gallons or less and contain sodium chloride or calcium chloride water for roadway snow and ice pretreatment? * Yes No

6. Does this tank contain water treatment chemicals used for maintaining compliance with NPDES permit effluent limits in treatment systems that are located at coal mining operation subject to 38 CSR 2F or 47 CSR 30? * Yes No

⊞ III. Tank Regulations

⊞ IV. Tank Construction *

⊞ V. Compartments (tank id 1) *

Tank Section 3 – Tank Regulations

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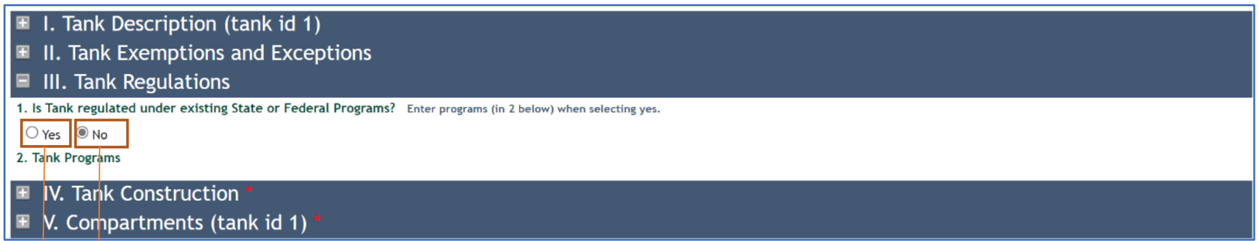
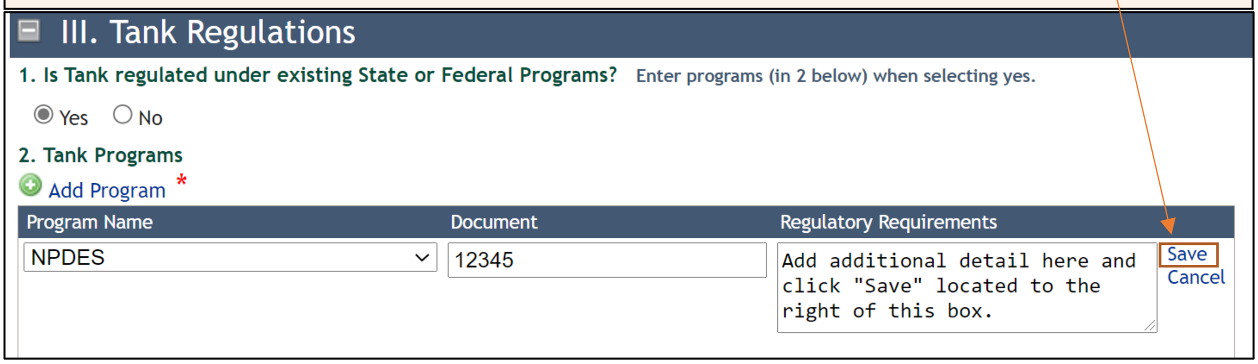


If the tank is not regulated under existing State or Federal programs other than The AST program, select "No". Question two will not be required.

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



Tank Section 4 – Tank Construction

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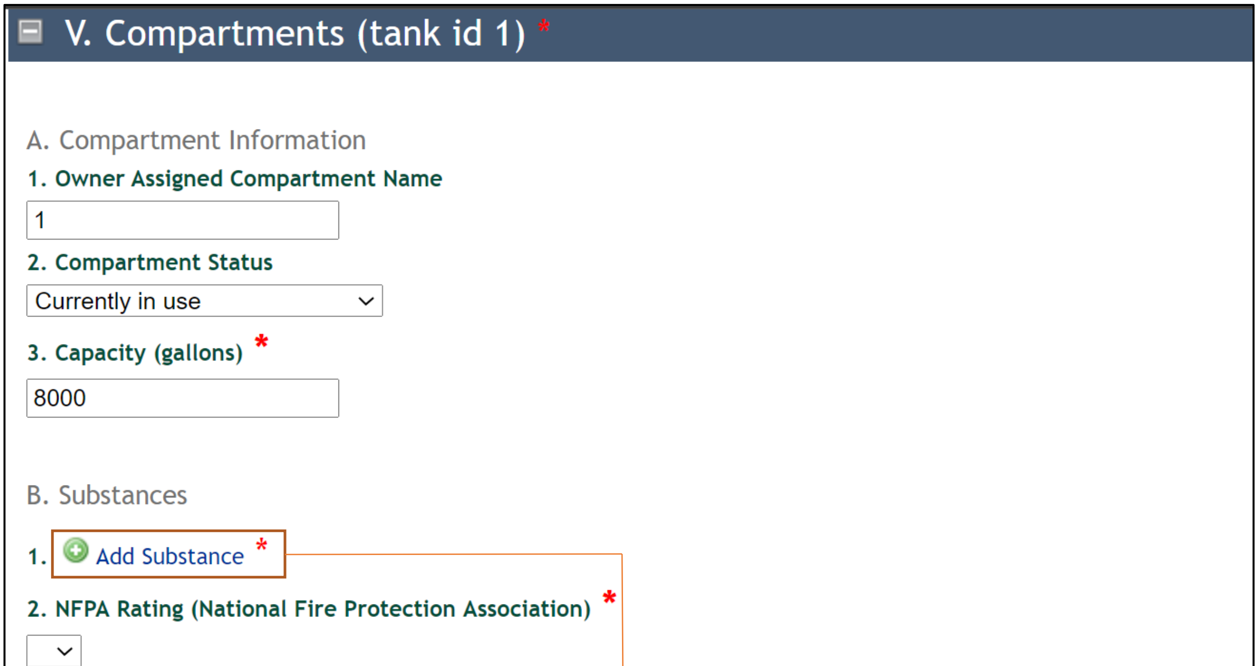
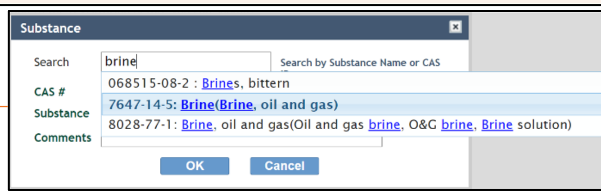
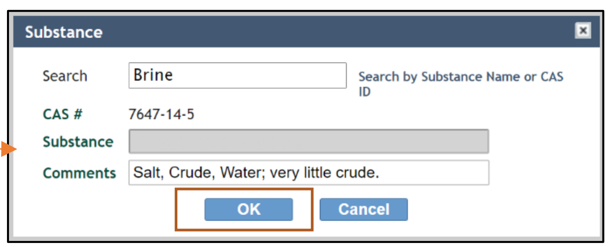
Expand Section 4 and complete required questions two through five. Complete question one if you know who the tank manufacturer is.



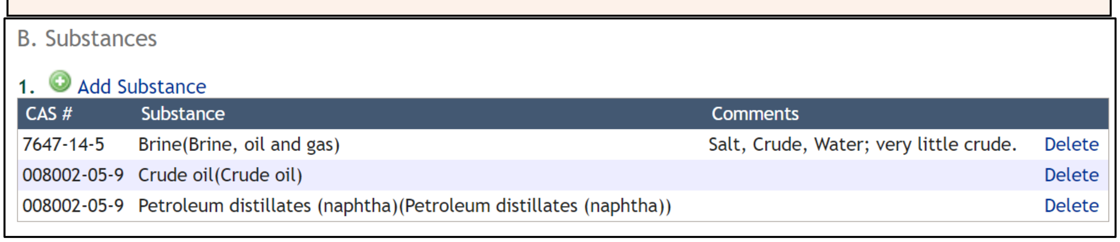
Clicking "Add Substance" will display a window that is used to search for and add substances to the tank. You can search by substance name or CAS#. Use the search bar to find a substance.



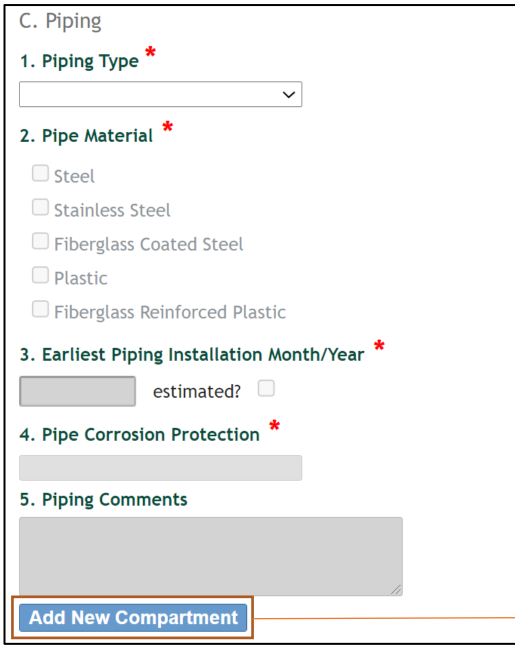
Selecting a substance will fill in the table. You can add comments, as necessary. Click "OK" when complete.



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. Delete a substance by clicking "Delete" next to the substance comments.

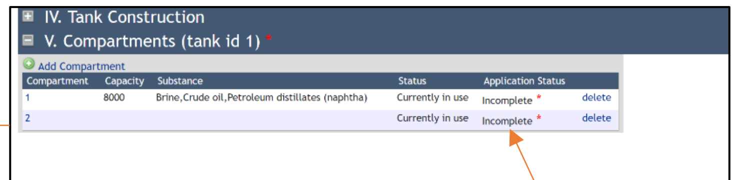


CAS #	Substance	Comments	
7647-14-5	Brine(Brine, oil and gas)	Salt, Crude, Water; very little crude.	Delete
008002-05-9	Crude oil(Crude oil)		Delete
008002-05-9	Petroleum distillates (naphtha)(Petroleum distillates (naphtha))		Delete

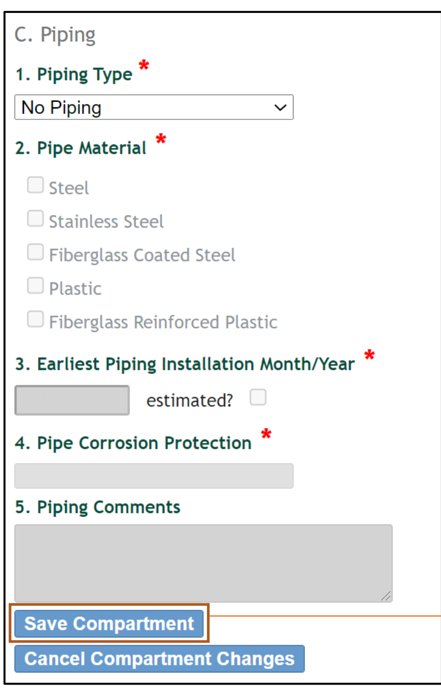


The “Add New Compartment” tab is used if your tank is constructed with multiple compartments. Clicking the “Add New Compartment” button will create an additional compartment for the tank.

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.



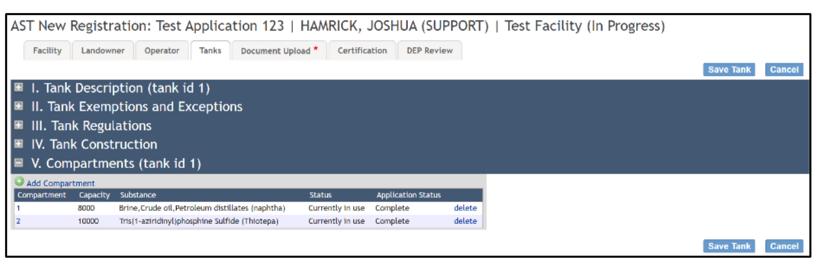
Click on the compartment name to access the compartment and fill out all required information. “Complete” under application status indicates that all required information has been entered. Incomplete indicates additional information is required



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 all sections are complete, you may navigate to the document upload tab to certify and submit the application for review.



Claiming Confidentiality

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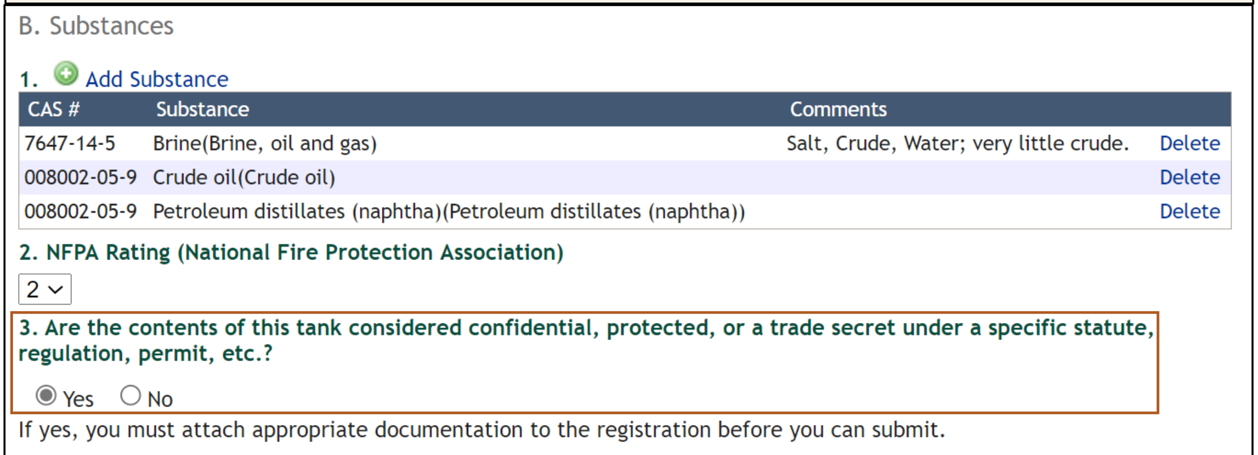
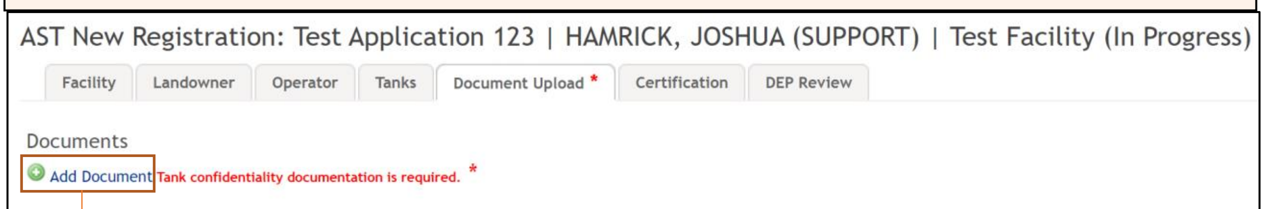
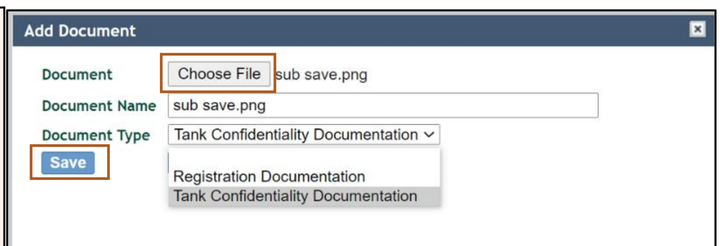
Select “Yes” for question three if you are claiming confidentiality. A confidentiality claim requires a document upload. Follow the below instructions to upload the required confidentiality paperwork.



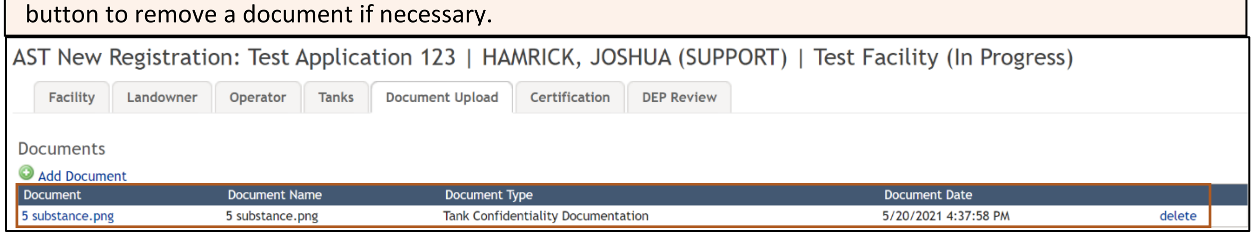
Click on the “Document Upload” tab. This tab is used to upload documents requested by the DEP or supplementary information provided by tank owners. In this case, confidentiality documentation is required.



Click “Add Document” to open the document upload window. Click “Choose File”. Locate the document on your PC then select the document type. 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.



Copying Tank Attributes to a New Tank Entry.

Making Copies of Tanks

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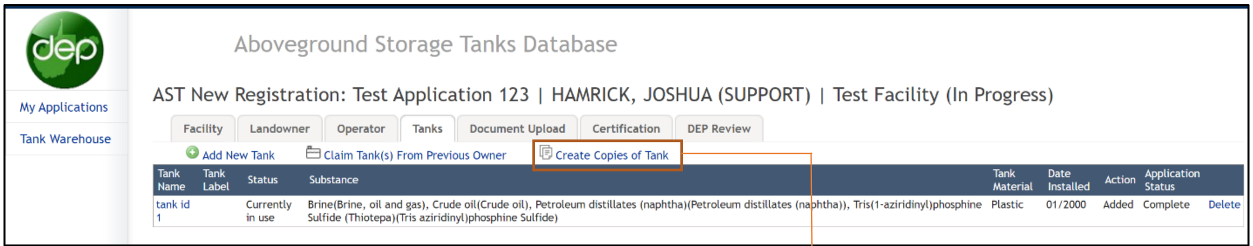
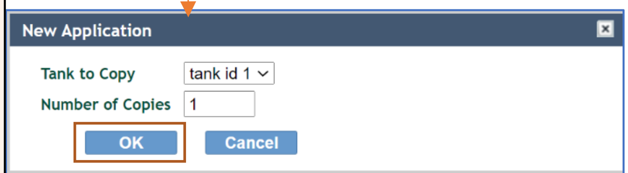
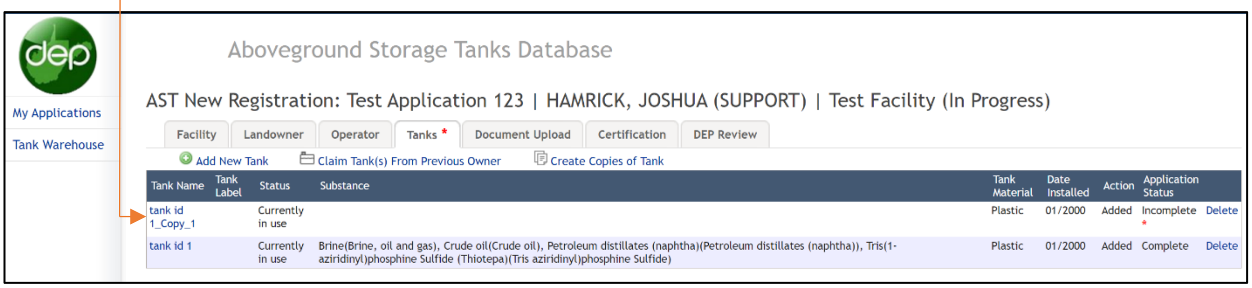


Copies of tanks can be created for tanks that have similar attributes. Clicking “Create Copies” will open a window. Select the tank to be duplicated and enter the number of duplicates needed. Click “OK” to close the window.

Duplicated tanks will appear in the tanks list and will have a status of “incomplete”. Click on the Tank name to begin entering information for the tank.

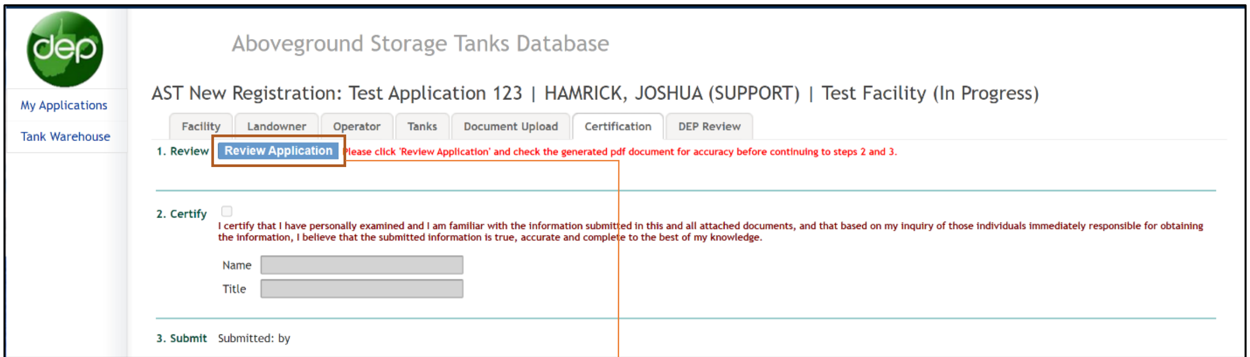




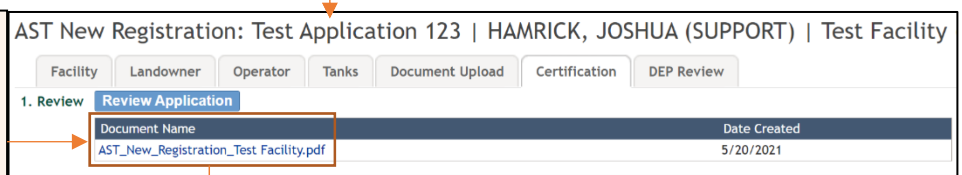
Application Certification

[return to table of contents]

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 classification.


TANK REGISTRATION SUMMARY

WV Department of Environmental Protection
Division of Water and Waste Management
Office of Environmental Enforcement / Tanks Unit

601 57th Street SE
Charleston, WV 25304
304-926-0470

https://dep.wv.gov/WWE/ee/tanks/ust/Pages/default.aspx

This summary is for review purposes only. The tank owner is responsible for all information contained within the application.......... get text from WV

Application Name:
Test Application 123

Application Type:
AST New Registration

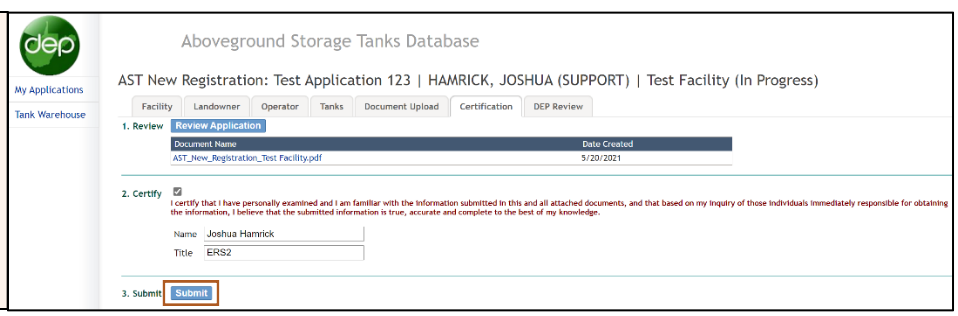
Owner:
HAMRICK, JOSHUA (SUPPORT)
601 57TH ST SE
CHARLESTON, WV 25304

Facility:
Test Facility
123 Market Ave.
Matoaka, WV 24736

Tanks

Tank Name	Tank Capacity	Substances	Secondary Containment	Facility Name	Tank Coordinates	County	Exemption
tank id 1	18,000	Brine(Brine, oil and gas), Crude oil(Crude oil), Petroleum distillates (naphtha)(Petroleum distillates (naphtha)), Tris(1-aziridinyl)phosphine Sulfide (Thiotepa)(Tris aziridinyl)phosphine Sulfide)	Dike	Test Facility	38.39818500, 81.07351200	Clay	

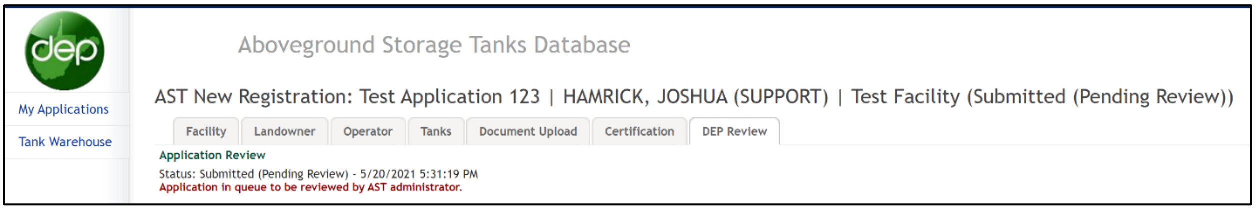
Certify that the information is correct to your knowledge, sign, date, and click submit.



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

Track Application Progress [return to table of contents]

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 tanks registration information including the nearest water intake and tank level designations.