

# 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 28<sup>th</sup>, 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.

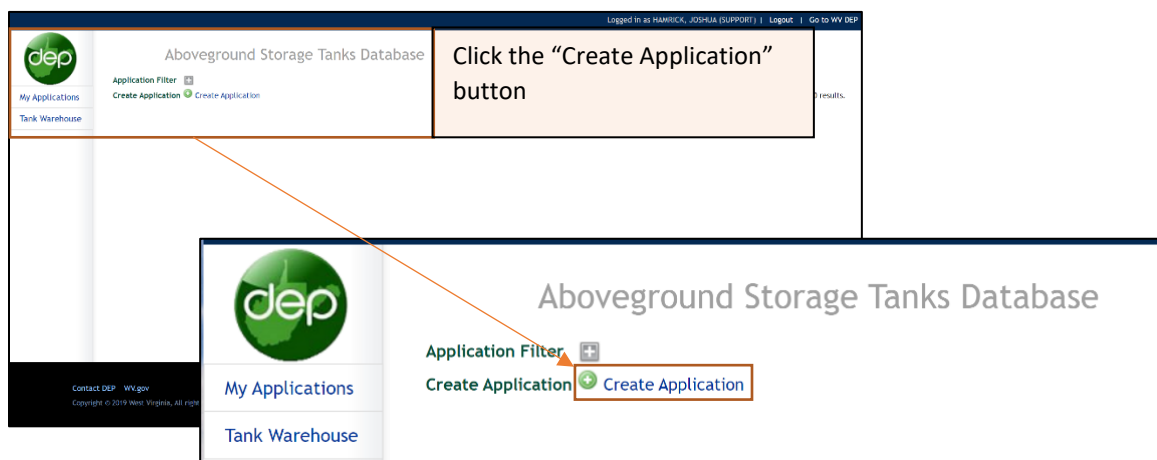
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## Creating a New Tank Registration

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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.

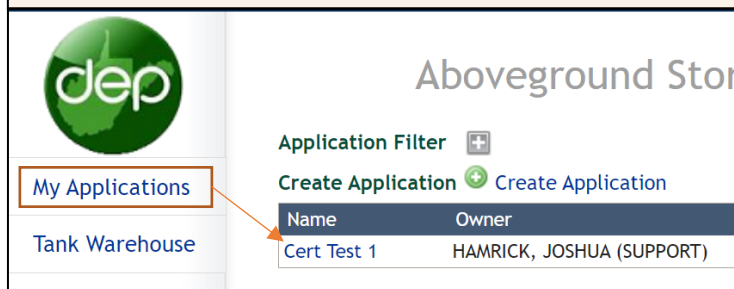


The New Application creation window will appear.

- Application Type – Select AST New Registration 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.

a. Application Type: AST New Registration  
b. Application Name: Test Application 123  
c. Owner: HAMRICK, JOSHUA (SUPPORT)  
d. OK

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.

Logged in as HAMRICK, JOSHUA (SUPPORT) | Logout | Go to WV DEP

### Aboveground Storage Tanks Database

AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) (In Progress)

My Applications

Landowner \*

Operator \*

Tanks \*

Document Upload

Certification

DEP Review

**Facility \***

**Address \***

**Address 2 \***

**Zip Code \*** Select an option

**City \***

**State \***

Center of Facility: (Decimal Degrees, NAD83, 6 decimals) [View/Set Coordinates With Map](#)

**Latitude \***

**Longitude \***

**GPS Source \***

Is facility regulated under existing State or Federal Programs?

☐ Yes

Facility Regulations [Add Program](#)

NAICS [Add NAICS industry](#)

[Zip Code Reference](#)

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.

[Quick Tools](#)
[Send](#)
[Receive](#)
[Shop](#)
[Business](#)
[International](#)
[Help](#)

### Look Up a ZIP Code™

**By Address**

Enter a corporate or residential street address, city, and state to see a specific ZIP Code™.

Find by Address

**By City and State**

Enter city and state to see all the ZIP Codes™ for that city.

Find by City & State

**Cities by ZIP Code™**

Enter a ZIP Code™ to see the cities it covers.

Find Cities by ZIP

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

**AST Warehouse**
Welcome HAMRICK, JOSHUA (SUPPORT)

[Warehouse Last Refreshed 05/19/2021 9:00 PM](#)
List does not include Confidential Registrations.

[Expand Filter](#)
[Hide Filter](#)
[Download](#)
[More...](#)
[Refresh](#)
[Logout](#)

**ZCC:** All **SWPA:** All **ZPC:** All

**Owner:** Clear Minimum 3 characters **Level:** All

**Ref Doc:**  **Tank Label:**

**Substance:** contains e.g. Crude Oil: 61235-21-1

☐ Match whole word? [Help](#)

**Deregistered Tanks:** No **List of Lists:** All **Capacity From:** 1320 **Capacity To:**

**Mobilo:** All **County:** ALL **Secondary Containment:** All

**Show Substances:** No **Has CHAS No Spill Plan Since:**  **During Year:**

Enter search parameters and click the Search button

## Navigating the Facility Tab

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Fill in all required information for the facility. Required information is indicated by a red Asterisk (\*). The red Asterisk will be removed once information is entered, and the user navigates to a different tab. If the red Asterisk 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.

Logged in as HAMRICK, JOSHUA (SUPPORT) | Logout | Go to WV DEP

### Aboveground Storage Tanks Database

AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) (In Progress)

Facility \* Landowner \* Operator \* Tanks \* Document Upload Certification DEP Review

Facility Name \*  
Address \*  
Address 2 \*  
Zip Code \* Select an option Zip Code Reference  
City \*  
State \*  
Center of Facility: (Decimal Degrees, NAD83, 6 decimals) View/Set Coordinates With Map  
Latitude \*  
Longitude \*  
GPS Source \*  
Is facility regulated under existing State or Federal Programs?  
☐ Yes

Facility Regulations Add Program  
NAICS Add NAICS Industry

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.

Facility Program

Choose Program:   
Document:   
Comments:   
Save Cancel

NAICS

Search NAICS: petro Search  
Try using search terms like petroleum, coal, or manufacturing.

Choose One	Code	Description
Select	211111	Crude Petroleum and Natural Gas Extraction
Select	324	Petroleum and Coal Products Manufacturing
Select	3241	Petroleum and Coal Products Manufacturing
Select	32411	Petroleum Refineries
Select	324110	Petroleum Refineries
Select	32419	Other Petroleum and Coal Products Manufacturing
Select	324191	Petroleum Lubricating Oil and Grease Manufacturing
Select	324199	All Other Petroleum and Coal Products Manufacturing
Select	32511	Petrochemical Manufacturing
Select	325110	Petrochemical Manufacturing
Select	4235	Metal and Mineral (except Petroleum) Merchant Wholesalers
Select	4247	Petroleum and Petroleum Products Merchant Wholesalers
Select	42471	Petroleum Bulk Stations and Terminals
Select	424710	Petroleum Bulk Stations and Terminals
Select	42472	Petroleum and Petroleum Products Merchant Wholesalers (except Bulk Stations and Terminals)
Select	424720	Petroleum and Petroleum Products Merchant Wholesalers (except Bulk Stations and Terminals)
Select	48691	Pipeline Transportation of Refined Petroleum Products
Select	486910	Pipeline Transportation of Refined Petroleum Products

Cancel

## Navigating the landowner tab

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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 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

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Use the radio buttons to answer the question



My Applications

Tank Warehouse

### Aboveground Storage Tanks Database

AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)

Facility
Landowner
Operator \*
Tanks \*
Document Upload
Certification
DEP Review

Is the operator the same as the owner?

☐ Yes
 ☐ No

AST New Registration: Test Ap

Facility
Landowner
Operator \*

Is the operator the same as the owner?

+ Add Operator \*

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.

Operator

Search Operators: smith Search

Choose One	Description
Select	ARROWSMITH, DONALD
Select	BALTAR, SHELLEY SMITH
Select	BARKER, CHARLES E SMITH, HOLLY
Select	BARTLETT, SMITH
Select	BARTLETT, SMITH & MELANIE
Select	BASIL, RICHARD E SMITH, JOSEPH
Select	BISOM, KRISTEN DANIELLE SMITH
Select	BROWNSMITH, IAN
Select	BUTTS, ROBERT & SMITH, JANE
Select	CANTWELL, ELIZABETH E SMITH, MICHAEL
Select	CARL E SMITH REAL ESTATE INC
Select	CARL W SMITH LIVING TRUST
Select	CARTER J SMITH C & W FOOD MARKET
Select	CENTER, SMITH
Select	CHRISMAN DRILLING COMPANY - L J SMITH WELL #2
Select	CLAXTON SMITH & SONS CONCRETE COMPANY
Select	CLEASON SMITH, HYDRO,
Select	DTE SMITH BRANCH, LLC
Select	EM & WE SMITH
Select	ESTATE OF AUBREY SMITH

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

Request new operator?
Cancel

Operator

Enter Operator Information

Operator Name

Email

Address

Address 2

City

State

Zip Code

Phone

Fax

Attention

Save
Cancel

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

AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)

Facility
Landowner
Operator
Tanks \*
Document Upload
Certification
DEP Review

Is the operator the same as the owner?

+ Add Operator

Name	Address	
HAMRICK, JOSHUA (SUPPORT)	601 57TH ST SE, CHARLESTON, WV 25304	<a href="#">change address</a> <a href="#">delete</a>



## 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 screenshot shows the 'Aboveground Storage Tanks Database' interface. The top navigation bar includes 'My Applications' and 'Tank Warehouse'. The main header displays 'AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)'. Below this, a series of tabs are visible: 'Facility', 'Landowner', 'Operator', 'Tanks \*', 'Document Upload', 'Certification', and 'DEP Review'. The 'Tanks \*' tab is active, and within it, two buttons are highlighted: 'Add New Tank' (with a green plus icon) and 'Claim Tank(s) From Previous Owner' (with a document icon).

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.

The 'Claim Tanks' table displays a list of tanks available for claiming. The table has the following columns: Facility, Tank Owner, Owner Tank ID, Tank Reg Number, Substances, Capacity, and Current Contact. The table contains 10 rows of data, each representing a different tank. The 'Substances' column lists various materials like Brine, Crude oil, and Sodium chloride (NaCl). The 'Capacity' column shows values ranging from 2100 to 4200. The 'Current Contact' column lists the names of the current owners.

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.

The screenshot shows the 'Add New Tank' form. The form is divided into several sections, each with a plus icon to expand it. The sections are: I. Tank Description (New Tank), II. Tank Exemptions and Exceptions, III. Tank Regulations, IV. Tank Construction, and V. Compartments (New Tank). The 'Save Tank' and 'Cancel' buttons are visible at the bottom right of 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 astris will be removed.

The screenshot shows the expanded 'I. Tank Description (New Tank)' section. It contains several fields for data entry: '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' (with Latitude and Longitude fields), and '5. Is tank associated with production of oil and gas at a well?' (with Yes/No radio buttons). Below these are sub-sections '5.a. If yes, what type of well?' and '5.b. Please provide the API number'. The section is marked with a red asterisk, indicating it is required.

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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I. Tank Description (tank id 1)

II. Tank Exemptions and Exceptions

III. Tank Regulations

1. Is Tank regulated under existing State or Federal Programs? Enter programs (in 2 below) when selecting yes.  
☐ Yes ☒ No

2. Tank Programs

IV. Tank Construction \*

V. Compartments (tank id 1) \*

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.

III. Tank Regulations

1. Is Tank regulated under existing State or Federal Programs? Enter programs (in 2 below) when selecting yes.  
☒ Yes ☐ No

2. Tank Programs

+

Add Program \*

Program Name	Document	Regulatory Requirements
NPDES	12345	Add additional detail here and click "Save" located to the right of this box.

Save

Cancel

## 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.

I. Tank Description (tank id 1)

II. Tank Exemptions and Exceptions

III. Tank Regulations

IV. Tank Construction \*

A. Tank  
1. Brand/Model (if known)  
  
2. Tank Construction Material: \*  
  
3. Tank Support \*  
  
4. Tank Corrosion Protection \*  
  
5. Tank Walls \*

V. Compartments (tank id 1) \*

A. Compartment Information

1. Owner Assigned Compartment Name

1

2. Compartment Status

Currently in use

3. Capacity (gallons) \*

8000

B. Substances

1. + Add Substance \*

2. NFPA Rating (National Fire Protection Association) \*

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.

Substance

Search  Search by Substance Name or CAS

CAS # 068515-08-2 : [Brines](#), bittern

Substance 7647-14-5: [Brine](#)(Brine, oil and gas)

Comments 8028-77-1: [Brine](#), oil and gas(Oil and gas [brine](#), O&G [brine](#), [Brine](#) solution)

OK Cancel

Substance

Search  Search by Substance Name or CAS ID

CAS # 7647-14-5

Substance

Comments

OK Cancel

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.

B. Substances

1. + Add Substance

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

C. Piping

1. Piping Type \*

2. Pipe Material \*

3. Earliest Piping Installation Month/Year \*

4. Pipe Corrosion Protection \*

5. Piping Comments

**Add New Compartment**

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.

IV. Tank Construction

V. Compartments (tank id 1) \*

Compartment	Capacity	Substance	Status	Application Status	
1	8000	Brine, Crude oil, Petroleum distillates (naphtha)	Currently in use	Incomplete *	delete
2			Currently in use	Incomplete *	delete

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

C. Piping

1. Piping Type \*

2. Pipe Material \*

3. Earliest Piping Installation Month/Year \*

4. Pipe Corrosion Protection \*

5. Piping Comments

**Save Compartment**

**Cancel Compartment Changes**

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.

AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)

Facility Landowner Operator Tanks Document Upload \* Certification DEP Review

**Save Tank** **Cancel**

I. Tank Description (tank id 1)

II. Tank Exemptions and Exceptions

III. Tank Regulations

IV. Tank Construction

V. Compartments (tank id 1)

Compartment	Capacity	Substance	Status	Application Status	
1	8000	Brine, Crude oil, Petroleum distillates (naphtha)	Currently in use	Complete	delete
2	10000	Tris(1-aziridinyl)phosphine sulfide (Thiotepa)	Currently in use	Complete	delete

**Save Tank** **Cancel**

## 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.

### B. Substances

#### 1. Add Substance

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

#### 2. NFPA Rating (National Fire Protection Association)

2 

3. Are the contents of this tank considered confidential, protected, or a trade secret under a specific statute, regulation, permit, etc.?

☒ Yes ☐ No

If yes, you must attach appropriate documentation to the registration before you can submit.

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.

AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)

Facility Landowner Operator Tanks Document Upload \* Certification DEP Review

#### Documents

 Add Document Tank 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.

Add Document

Document

Choose File

sub save.png

Document Name

sub save.png

Document Type

Tank Confidentiality Documentation

Save

Registration Documentation

Tank Confidentiality Documentation

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.

AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)

Facility Landowner Operator Tanks Document Upload Certification DEP Review

#### Documents

 Add Document

Document	Document Name	Document Type	Document Date	
5 substance.png	5 substance.png	Tank Confidentiality Documentation	5/20/2021 4:37:58 PM	<a href="#">delete</a>

## Copying Tank Attributes to a New Tank Entry.

### Making Copies of Tanks

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The screenshot shows the 'Aboveground Storage Tanks Database' interface. The header includes the DEP logo and navigation links for 'My Applications' and 'Tank Warehouse'. The main title is 'AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)'. Below this are tabs for 'Facility', 'Landowner', 'Operator', 'Tanks', 'Document Upload', 'Certification', and 'DEP Review'. The 'Tanks' tab is active, showing a table with columns: Tank Name, Tank Label, Status, Substance, Tank Material, Date Installed, Action, and Application Status. A single row is visible with 'tank id 1' and 'Currently in use'. The 'Create Copies of Tank' button is highlighted with an orange box, and an orange arrow points from it to the 'New Application' dialog box.

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.

The 'New Application' dialog box is shown. It has a title bar with a close button. Inside, there are two fields: 'Tank to Copy' with a dropdown menu showing 'tank id 1' and 'Number of Copies' with a text input field containing '1'. At the bottom are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with an orange box.

The screenshot shows the 'Aboveground Storage Tanks Database' interface after creating a copy. The 'Tanks' tab is active, and the table now has two rows. The first row is 'tank id 1\_Copy\_1' with status 'Currently in use' and application status 'Incomplete'. The second row is 'tank id 1' with status 'Currently in use' and application status 'Complete'. An orange arrow points from the 'tank id 1\_Copy\_1' row to the 'New Application' dialog box.

## Application Certification

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

Aboveground Storage Tanks Database

AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)

Facility Landowner Operator Tanks Document Upload Certification DEP Review

1. Review **Review Application** Please click 'Review Application' and check the generated pdf document for accuracy before continuing to steps 2 and 3.

2. 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

3. Submit Submitted: by

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

AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility

Facility Landowner Operator Tanks Document Upload Certification DEP Review

1. Review **Review Application**

Document Name	Date Created
AST_New_Registration_Test Facility.pdf	5/20/2021

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

<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

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

Application Type: AST New Registration

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

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 (Thiotepea)(Tris aziridinylphosphine Sulfide)	Dike	Test Facility	38.39818500, 81.07351200	Clay	

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

Aboveground Storage Tanks Database

AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)

Facility Landowner Operator Tanks Document Upload Certification DEP Review

1. Review **Review Application**

Document Name	Date Created
AST_New_Registration_Test Facility.pdf	5/20/2021

2. 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: Joshua Hamrick

Title: ERS2

3. Submit **Submit**

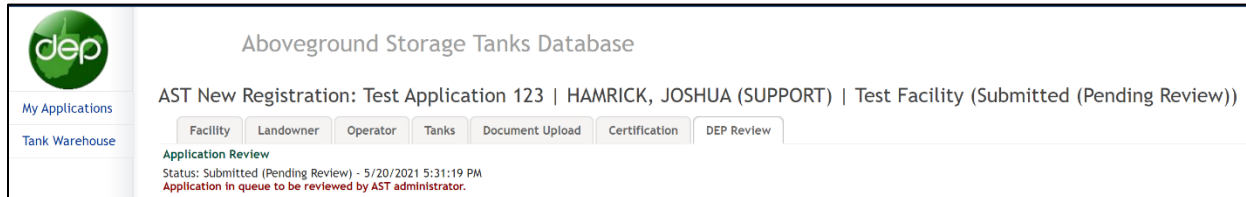
An email will be delivered to the address we have on file as notice that the application has been received.



## Track Application Progress

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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.



The screenshot shows a web interface for the "Aboveground Storage Tanks Database". On the left is a sidebar with the DEP logo and links for "My Applications" and "Tank Warehouse". The main header displays the application title and details: "AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (Submitted (Pending Review))". Below the header is a horizontal navigation bar with tabs: "Facility", "Landowner", "Operator", "Tanks", "Document Upload", "Certification", and "DEP Review", with "DEP Review" being the active tab. The content area under the "DEP Review" tab shows the "Application Review" status as "Submitted (Pending Review) - 5/20/2021 5:31:19 PM" and a red message stating "Application in queue to be reviewed by AST administrator."

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.