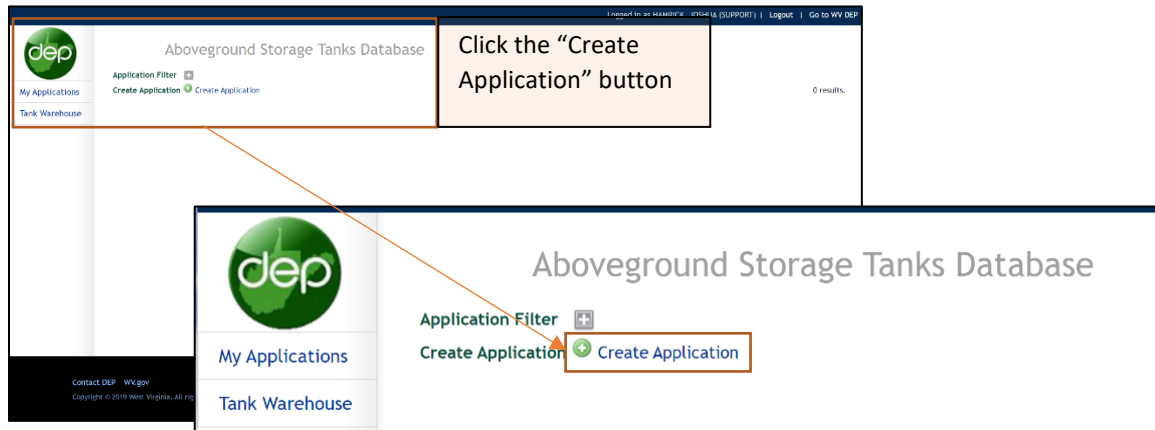


How to Claim an Aboveground Storage Tank During an Ownership Transfer



A guide to assist in claiming aboveground storage tank as part of a transfer of ownership.

Creating a Registration Modification Applications to Claim ASTs as Part of a Transfer Of Ownership



The New Application creation window will appear.

- Application Type** – Select AST Registration Modification 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 owners. Ensure you are selecting the intended owner.
- Choose the permit that you would like to transfer the tanks to.
- Click “OK” to create the application.

a. Application Type: AST Registration Modification

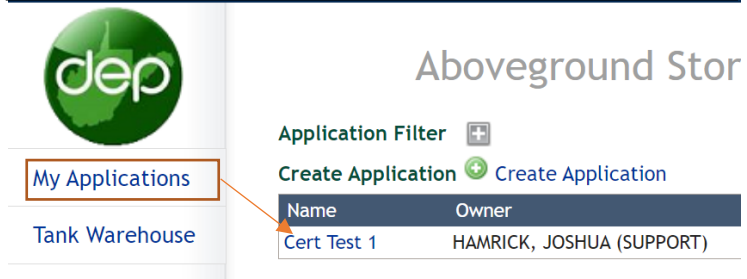
b. Application Name: Registration Test 1

c. Owner: HAMRICK, JOSHUA (SUPPORT)

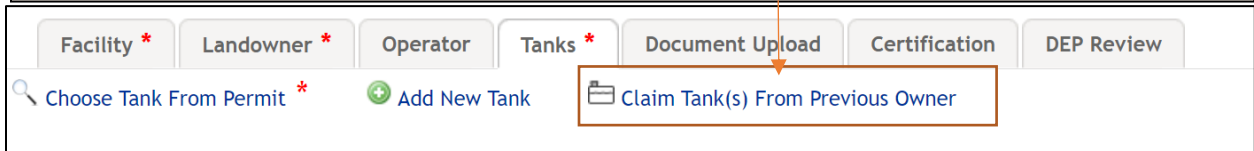
d. Choose Permit: 2021-0000002 (river road - 4/2)

e. OK

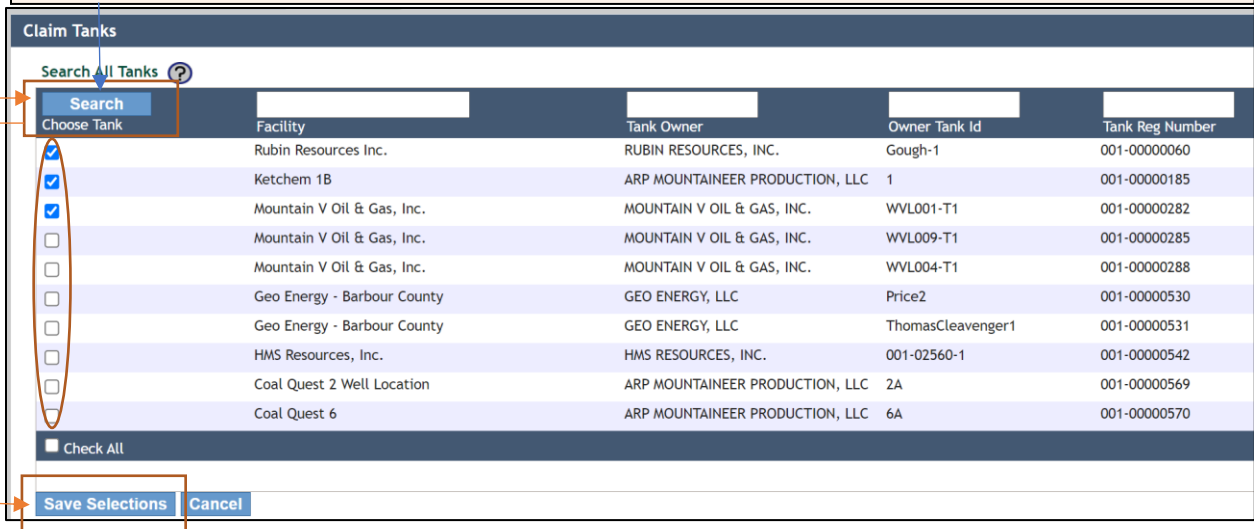
The “My Applications” button can later be used to locate for previously created applications by searching for the owner assigned application name.



Once the application has been created, you will now see the below tabs/section. Click on the “claim tank from previous owner” link. **NOTE:** you may need to fill out some information in other sections. A red asterix indicates missing information.



The claim tank screen will appear. Use the filters to narrow your search and click the “Search” Button. Once you have located the tank(s) associated with your transfer of ownership, check the check box next to them and click “Save Selection”.

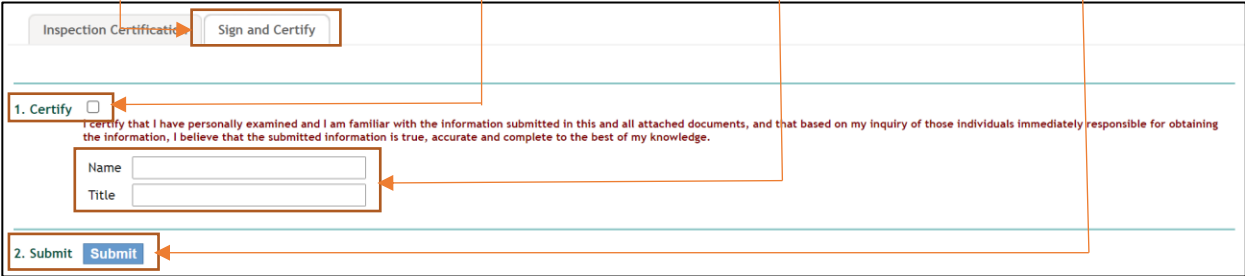


The tank(s) should now appear in the tank list on the modification form. Click on the tank name and fill out any information that is missing. Once the application status is complete, click on the certification tab. Use the modification application guidance for assistance in filling out tank information.



Application Certification and Submittal

Click the "Sign and Certify" tab.	Click the certify check box.	Fill in the name and title fields.	Click the "Submit" button.
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The screenshot shows a web form for application certification. At the top, there are two tabs: "Inspection Certification" and "Sign and Certify". The "Sign and Certify" tab is selected. Below the tabs, there is a section titled "1. Certify" with a checkbox. Below the checkbox is a text area for a certification statement. Below the text area are two input fields for "Name" and "Title". At the bottom of the form, there is a section titled "2. Submit" with a "Submit" button. Orange arrows point from the callout boxes to the corresponding elements in the form: from the first callout to the "Sign and Certify" tab, from the second callout to the certification checkbox, from the third callout to the "Name" and "Title" input fields, and from the fourth callout to 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.