

# Navigating the AST Tank Contacts Application

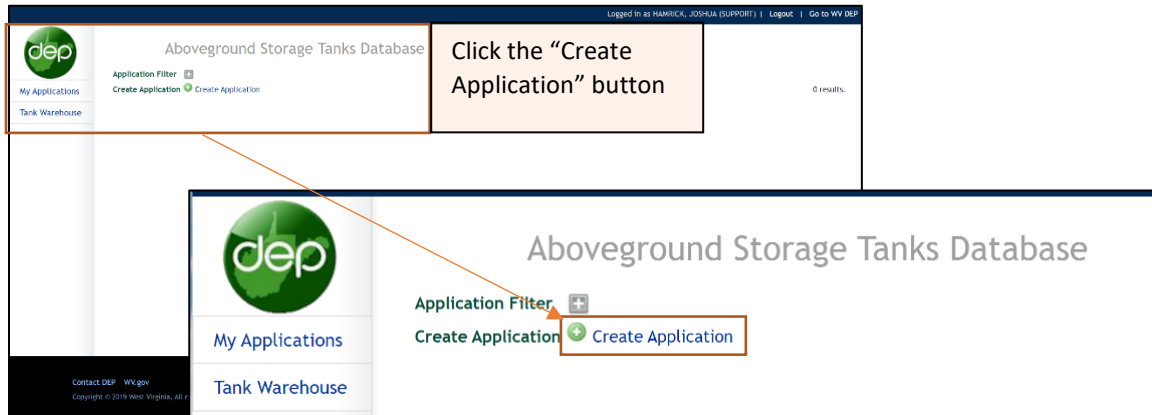


A guide to assist in assigning tertiary contact information to tanks.

Rev. 1

This guide is designed to assist tank owners or operators in assigning tertiary contact information to a tank. This information should be that of plant managers, consultants, well tenders, etc., and provides the DEP with additional contact information for individual tanks.

## Creating an Inspection Certification Application



The New Application creation window will appear.

- a. Application Type – Select Tank Contact as the application type.
- b. Owner – Select the Owner. You may have user right to register tanks for multiple owners. Ensure you are selecting the intended owner.
- c. Click “OK” to create the application.

Once the application has been created, you will be directed to the below screen. Click the “Add Contact” link to continue.

## Aboveground Storage Tanks Database

### Manage Contacts and Tanks for RAIN FOR RENT

 Add Contact

Fill out the tertiary contact information. Required fields include the name, address, city, phone, and email. Click the “Modify Tank Assignments” button.

#### Manage Contacts and Tanks for RAIN FOR RENT

 Add Contact

380 unassigned tanks.

Contact Detail	
Name <input type="text"/>	Attention <input type="text"/>
Address <input type="text"/>	Address 2 <input type="text"/>
City <input type="text"/>	State <input type="text"/> Zip Code <input type="text"/>
Phone <input type="text"/>	Fax <input type="text"/>
Email <input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Tanks: 0 tanks.

Current Contact	Facility	Tank Owner	Owner Tank ID	Tank Reg Number	Substances	TankCapacity
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Select the tanks you wish to assign a contact then click the “Add to name’s tanks” button. Click the “Close Tank Assignments” button to save the application.

Choose Tank	Current Contact	Facility	Tank Owner	Owner Tank ID	Tank Reg Number	Substances	TankCapacity
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Close Tank Assignments</span> <span>12493 tanks.</span> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <span>Search All Tanks ?</span> <span>^ Add to John Smith's tanks</span> </div> <div style="display: flex; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">Search</div> <div style="border: 1px solid #ccc; width: 150px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid #ccc; width: 150px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid #ccc; width: 150px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid #ccc; width: 150px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid #ccc; width: 150px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid #ccc; width: 150px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid #ccc; width: 150px; height: 20px;"></div> </div>							
Choose Tank	Current Contact	Facility	Tank Owner	Owner Tank ID	Tank Reg Number	Substances	Capacity
<input type="checkbox"/>		Diversified Gas & Oil Corp	DIVERSIFIED PRODUCTION LLC	001-00000001	001-00000001	Brine	4200
<input type="checkbox"/>		Diversified Gas & Oil Corp	DIVERSIFIED PRODUCTION LLC	001-00000002	001-00000002	Brine	4200
<input type="checkbox"/>		Diversified Gas & Oil Corp	DIVERSIFIED PRODUCTION LLC	001-00000064	001-00000064	Brine	4200
<input type="checkbox"/>		Diversified Gas & Oil Corp	DIVERSIFIED PRODUCTION LLC	001-00000065	001-00000065	Brine	4200
<input type="checkbox"/>		Diversified Gas & Oil Corp	DIVERSIFIED PRODUCTION LLC	001-00000066	001-00000066	Brine	4200
<input type="checkbox"/>		Diversified Gas & Oil Corp	DIVERSIFIED PRODUCTION LLC	001-00000067	001-00000067	Brine	4200
<input type="checkbox"/>		Diversified Gas & Oil Corp	DIVERSIFIED PRODUCTION LLC	001-00000068	001-00000068	Brine	4200
<input type="checkbox"/>		Diversified Gas & Oil Corp	DIVERSIFIED PRODUCTION LLC	001-00000069	001-00000069	Brine	4200
<input type="checkbox"/>		Diversified Gas & Oil Corp	DIVERSIFIED PRODUCTION LLC	001-00000070	001-00000070	Brine	4200
<input type="checkbox"/>		Diversified Gas & Oil Corp	DIVERSIFIED PRODUCTION LLC	001-00000071	001-00000071	Brine	4200
<input type="checkbox"/> Check All <span style="float: right;">1 2 3 4 5 6 7 8 9 10 ...</span>							

This application is now complete. There is no further action required. You may check the contact information by navigating to the warehouse and clicking the link in the owner name column.