Navigating the Aboveground Storage Tank Deregistration Application

A guide to assist in the deregistration of aboveground storage tanks.
Please use these instructions as a guide to deregister aboveground storage tanks (ASTs). ASTs may only be deregistered if they do not meet the definition of an AST or have been registered in error. AST are not to be deregistered as part of a transfer or as part of closure or removal from service. Please refer to the tank release guidance for more information on transferring ASTs. AST closure guidance can be found at the following webpage:
https://dep.wv.gov/WWE/ee/tanks/abovegroundstoragetanks/Pages/TankClosureGuidance.aspx
Creating a Tank Deregistration Application

Click the “Create Application” button

The New Application creation window will appear.

Application Type – Select AST Tank Deregistration 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.
Click “OK” to create the application.

Applications can later be searched for by clicking “My Applications” and searching by application name.
Select a Reason for Deregistration and Add Comments

Once the application has been created, you should be directed to the below screen. Select the reason for deregistration. Your options are, “Does not meet the definition of an AST” or “Registered in Error – duplicate registration”. Once a reason is selected, add comments as necessary. Click “Choose Tanks to Deregister”.

Search for Tanks to Deregister

To search for a tank to deregister, you may click “Search” to load all tanks owned or use the various filters to narrow your search and then click “Search”. 
Add Selected Tanks

Once your search is complete, click the checkbox located next to the tank(s) to be deregistered and then click the “Add to selected tanks” button.

Close Tank Choices

You should now see that the tank has been migrated to the Tanks to Deregister list. Once all tanks have been added, click “Close Tank Choices” to save your applications. Note that you may remove previously added tanks by selecting the tank on the Tank to Deregister list and clicking the “Remove from selected tanks” button.
Owners or operators may upload supporting documents using the “Add Document” button. Click the “Add Document” button to choose, upload, and save the file(s) to the applications. This is not required but it is encouraged that you upload supporting documents/information to assist DEP staff in reviewing the deregistration.

Click the “Sign and Certify” tab. Fill in the name and title fields. Click the certify checkbox. Click the “Submit” button.

At this point, the application is considered complete and your application has been submitted for review. An email notification will be sent to the email address we have on file if the application has been submitted successfully. The tanks will be deregistered upon DEP approval.