

Navigating the Aboveground Storage Tank Deregistration Application



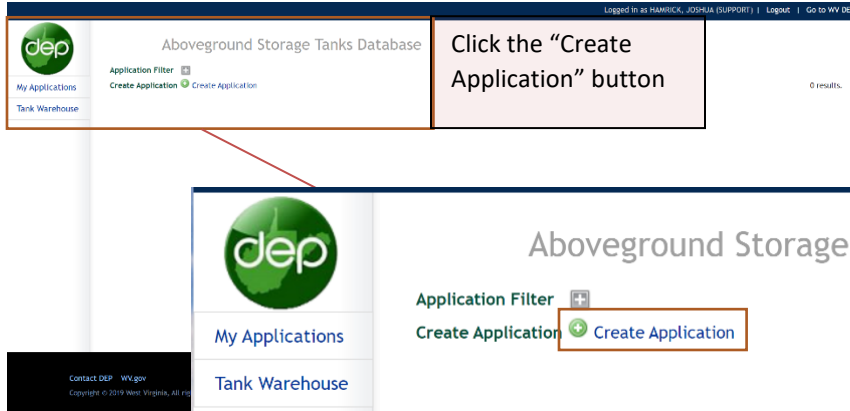
A guide to assist in the deregistration of aboveground storage tanks.

Rev. 1

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>

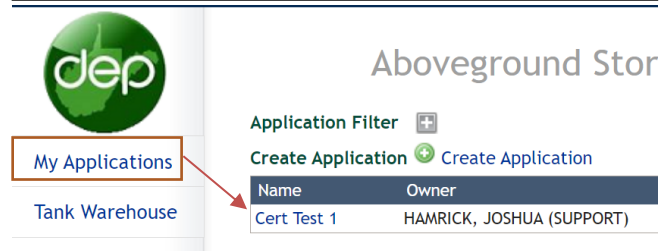
Creating a Tank Deregistration Application



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”.

The screenshot shows the 'Tank Deregistration' form. At the top, there are three tabs: 'Tank Deregistration', 'Sign and Certify', and 'DEP Review'. The 'Tank Deregistration' tab is active. Below the tabs, there is a 'Reason' dropdown menu and a 'Comments' text area. A blue button labeled 'Choose Tanks to Deregister' is located below the comments area. At the bottom, there is a 'Documents' section with a green plus icon and the text 'Add Document'.

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 you search and then click “Search”.

The screenshot shows the 'Tank Deregistration' form with the 'Reason' dropdown set to 'Does not meet the definiti' and the 'Comments' text area containing 'test comments'. Below the comments area, there is a 'Tanks to Deregister:' section with a table header: 'Choose Tank', 'Facility', 'Owner Tank ID', 'Tank Reg Number', and 'Level_Class'. A blue button labeled 'Close Tank Choices' is located below the table header. Below the button, there is a 'Search All Tanks:' section with a 'Search' button and four input fields: 'Facility', 'Owner Tank Id', 'Tank Reg Number', and 'Level-Class'. A dropdown menu is visible to the right of the 'Level-Class' field. At the bottom, there is a 'Documents' section with a green plus icon and the text 'Add Document'.

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.

Tank Release Sign and Certify DEP Review

Tank Release

Reason: Does not meet the definiti...
 Comments: test comments

Tanks to Release: 0 tanks.

Choose Tank	Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	TankCapacity	Current Contact
<input checked="" type="checkbox"/>	Rain for Rent	269026	999-0000559	Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	1740000	

Check All

Documents [Add Document](#) required: bill of sale

Close Tank Choices

Search All Tanks: 1 tanks.

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.

Tank Release Sign and Certify DEP Review

Tank Release

Reason: Does not meet the definiti...
 Comments: test comments

Tanks to 1 tanks.

Choose Tank	Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	TankCapacity	Current Contact
<input type="checkbox"/>		269026	999-0000559	Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	1740000	

Check All

Documents [Add Document](#) required: bill of sale

Close Tank Choices

Search All Tanks: 0 tanks.

No tanks meet the criteria.

Document Upload

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.

The screenshot shows the 'Add Document' dialog box overlaid on the 'Tank Release' application. The dialog box contains the following elements:

- Document:** A 'Choose File' button and the text 'No file chosen'.
- Document Name:** A text input field.
- Buttons:** 'Save' and 'Cancel' buttons.

In the background, the 'Documents' section is highlighted with a red box, showing a green plus icon and the text 'Add Document required'.

Application Certification and Submittal

The screenshot illustrates the steps for application certification and submittal:

- Click the “Sign and Certify” tab.** (Points to the 'Sign and Certify' tab in the top navigation bar.)
- Click the certify checkbox.** (Points to the '1. Certify' checkbox.)
- Fill in the name and title fields.** (Points to the 'Name' and 'Title' input fields.)
- Click the “Submit” button.** (Points to the 'Submit' button.)

The certification text reads: "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."

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.