

Navigating the Aboveground Storage Tank Release Application



A guide to assist in releasing tank ownership.
(transfer of ownership)

Rev. 1

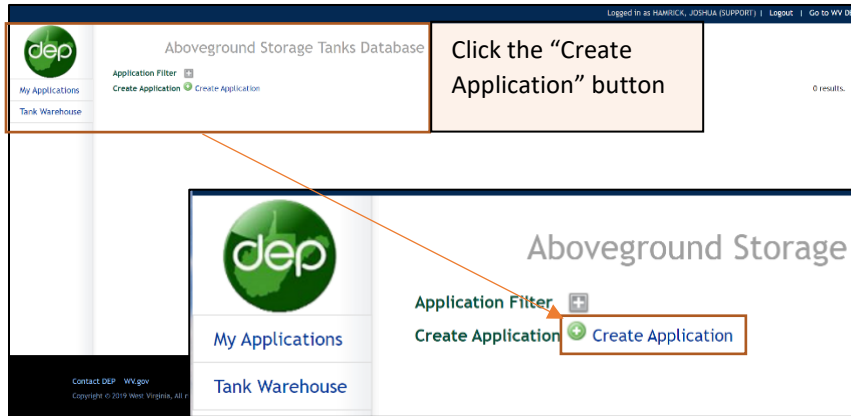
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This guide is designed to assist in releasing tank ownership. The tanks submitted with this application must be claimed by the new owner using the AST Modification form using the claim tanks feature. Please follow the below instructions.

Creating a Tank Release Application

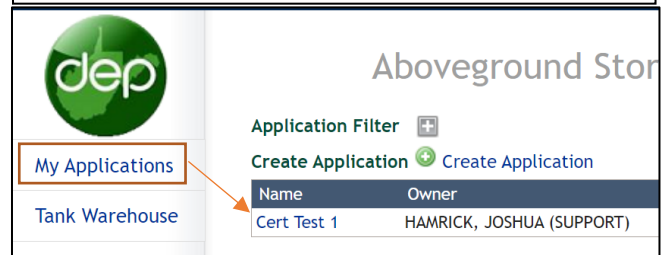
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The New Application creation window will appear.

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

Applications can later be searched for by clicking “My Applications” and searching by application name.



Add New Owner Contact Information

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Once the application has been created, you should be directed to the below screen. Enter the new owner contact information in the below text box. Then click the “Choose Tanks to Release” button to begin searching available tanks for release.

The screenshot shows the 'Tank Release' application interface. At the top, there are three tabs: 'Tank Release', 'Sign and Certify', and 'DEP Review'. Below the tabs is a dark blue header with the text 'Tank Release'. Underneath the header is a form for 'New Owner Contact Information' with the following text: 'John Smith', 'joshsmith@mail.com', and '304-555-5555'. Below the form is a table with the following columns: 'Facility', 'Owner Tank ID', 'Tank Reg Number', 'Level_Class', 'ZCC', 'ZPC', 'SWPA', 'Substances', 'TankCapacity', and 'Current Contact'. The table is currently empty, with '0 tanks.' displayed on the right. Below the table is a button labeled 'Choose Tanks to Release'. At the bottom of the interface, there is a 'Documents' section with a green plus icon and the text 'Add Document required: bill of sale'.

Search for Tanks to Release

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You should now notice the tank search window has expanded. You may click “Search” to load all tanks owned, or use the various filters to narrow you search and the click “Search”.

The screenshot shows the 'Tank Release' application interface with the search window expanded. The top part of the interface is the same as in the previous screenshot. Below the 'Choose Tanks to Release' button, there is a section for 'Search All Tanks:'. This section includes a 'Search' button and several input fields for filters: 'Choose Tank', 'Facility', 'Owner Tank Id', 'Tank Reg Number', 'Level-Class' (a dropdown menu), 'ZCC', 'ZPC', 'SWPA', 'Substances', 'Capacity', and 'Current Contact'. Below the search fields, there is a 'Close Tank Choices' button and the text 'Click search to populate a list of all registered tanks or use the filters to refine your search'. The table below the search fields is still empty, with '0 tanks.' displayed on the right. At the bottom of the interface, there is a 'Documents' section with a green plus icon and the text 'Add Document required: bill of sale'.

Add Selected Tanks

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Click the checkbox located next to the tank(s) to be released and then click the “Add to selected tanks” button.

Tank Release | Sign and Certify | DEP Review

Tank Release

New Owner Contact Information: John Smith, joshsmith@mail.com, 304-555-5555

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	999-00000559	Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	1740000	

Close Tank Choices

Search All Tanks: 1 tanks.

Buttons: Search, Add to selected tanks (circled), Remove from selected tanks

Documents: Add Document required: bill of sale

Close Tank Choices

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You should now see that the tank has been migrated up to the Tanks to Release 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 Release list and clicking the “Remove from selected tanks” button.

Tank Release | Sign and Certify | DEP Review

Tank Release

New Owner Contact Information: John Smith, joshsmith@mail.com, 304-555-5555

Tanks to Release: 1 tanks.

Choose Tank	Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	TankCapacity	Current Contact
<input type="checkbox"/>	Rain for Rent	269026	999-00000559	Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	1740000	

Check All

Close Tank Choices (highlighted)

Search All Tanks: 0 tanks.

Buttons: Search, Remove from selected tanks

No tanks meet the criteria.

Documents: Add Document required: bill of sale

Document Upload

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Owners or operators must submit a bill of sale or other legal documentation to this application. Additionally, this document must include a list of all tanks being transferred as part of the transaction. Click the “Add Document” button to choose, upload, and save the file(s) to the applications.

The screenshot shows the 'Document Upload' step in a web application. The 'Add Document' dialog box is open, showing a 'Choose File' button and a 'Document Name' field. The background shows the 'Tank Release' form with contact information and a table of tanks to release.

Choose Tank	Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	TankCapacity	Current Contact
<input type="checkbox"/>	Rain for Rent	269026	999-00000559	Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	1740000	

Verify Information

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You should now see the tanks you have selected as well as the document(s) you uploaded on the applications.

The screenshot shows the 'Verify Information' step in a web application. The 'Tank Release' form is shown with the 'Tanks to Release' table and the 'Documents' section. The 'Documents' section shows a document named 'bill of sale.png' with a 'delete' button.

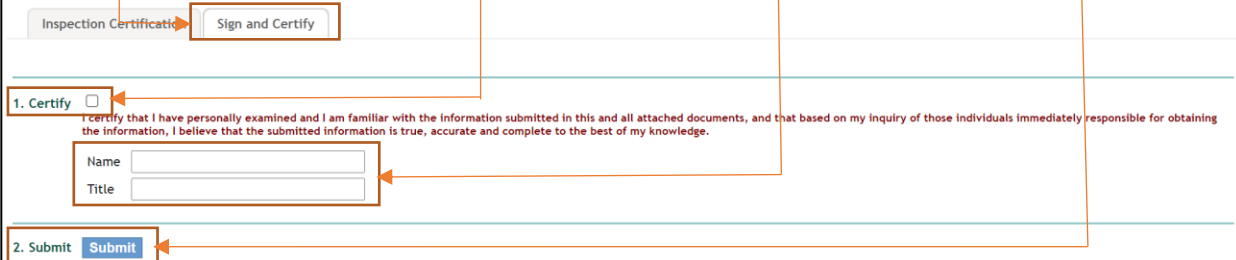
Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	TankCapacity	Current Contact
Rain for Rent	269026	999-00000559	Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	1740000	

Document	Ref Doc	
GIS.png	bill of sale.png	delete

Application Certification and Submittal

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Click the "Sign and Certify" tab.	Click the certify checkbox.	Fill in the name and title fields.	Click the "Submit" button.
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The screenshot shows a web form titled "Inspection Certificate" with a "Sign and Certify" tab. Below the tab is a section labeled "1. Certify" with a checkbox. A text block follows: "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." Below this are two input fields for "Name" and "Title". At the bottom is a section labeled "2. Submit" with a "Submit" button. Orange arrows point from the callout boxes above to the "Sign and Certify" tab, the checkbox, the input fields, and 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 released upon DEP approval.