Navigating the Aboveground Storage Tank Release Application

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

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

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.

Search for Tanks to Release

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 your search and the click “Search”.

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

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.
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.

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