



STORAGE TANKS REGISTRATION / PERMITTING APPLICATION INSTRUCTIONS

GENERAL INFORMATION

To Obtain DEP Application Packages. To expedite the processing of the applicant's request, the Department of Environmental Protection (DEP) asks that you use the most up-to-date application package available. The most recent version of this package can be obtained by contacting the appropriate DEP office, or through our website noted below. This package, as well as other DEP-wide and/or program-specific permit application form packages are available in Microsoft Word format at this same web location. Applicants can download the appropriate form to a personal computer, complete the form electronically and print the document for submittal to DEP using the following steps:

Type in DEP's website address: www.dep.pa.gov

Select: Businesses → Land

Select: Storage Tanks

Select: Forms and Applications

Owners are Required to Register Storage Tanks. If you own regulated storage tanks that are not registered as required by law, you must immediately submit a registration/permitting form. The following are instructions for completing the Registration/Permitting of Storage Tanks application form.

It is unlawful to use, in any way, any regulated storage tank that has not been registered and permitted. Tank owners must submit a registration form within 30 days of any change in previously submitted information or the installation of regulated tanks.

STORAGE TANKS REGISTRATION/PERMITTING APPLICATION COMPLETION GUIDE

The following information is to assist the applicant in completing the Storage Tanks Registration/Permitting Application form.

R = The completion of this Section of the application is **required**.

M = This completion of this Section of the application **may possibly be required**, based on regulatory requirements or information changes.

Purpose of Submittal	Section of Application											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Initial Registration - New Facility												
-- Tank To Be Used	R	R	R	R		R	R		R	R	M	M
-- Tank Temporarily Out of Use	R	R	R	R		R	M		R	R	M	M
-- Tank Removed/Closed in Place	R	R	R	R		R		R	R	R		
Amended Information - Existing Facility												
-- Tank Owner*	R	R							R			
-- Facility	R	R	M	R					R			
-- Contact*	R	R	M	R					R			
-- Operator*	R	R		R					R			
-- Tank*	R	R				R			R			
-- Add Tank	R	R				R	R		R	R	M	M
-- Remove/Close Tank	R	R				R		R	R	R		
-- Change Ownership	R	R	M		R	M			R			

* To change previously submitted information, you may be allowed to use the Storage Tank Registration Amendment Form (2630-FM-BECB0607)

DEFINITIONS

To provide the applicant with a better understanding of terminology, we are including the following definitions.

eFACTS (Environment, Facility, Application, Compliance Tracking System). DEP's electronic application system to document and maintain client, site and facility data for purposes of authorizing regulated activities and tracking compliance.

eNotice. DEP has developed a comprehensive environmental compliance information reporting system to give the public access to permitting and compliance information on individual facilities by program and by geographic area. This system is available by logging on to the DEP website and selecting eNOTICE.

Client (Responsible Party). A client (also referred to as applicant or permittee) is a person or organization that requests approval from DEP to perform a regulated activity. Client information is documented and assigned an internal DEP Client ID# for tracking purposes.

Site (Place). A site is a physical location of importance to DEP. A site may include locations where a regulated facility is physically located or where a regulated activity occurs that has the potential to impact the health and safety of the citizens and/or the natural resources of the Commonwealth. A site is not solely defined by geographical location (can span several municipalities and even counties in some cases) but rather by the client/applicant's purpose of doing business. All DEP programs' involvement at a physical location of importance to DEP is grouped under one 'entity' – site. This holistic view of site will promote an understanding of the interrelationships of facilities to support pollution prevention, multi-media inspections, a DEP-wide view of compliance and public understanding and access of information. Site information is documented and assigned an internal DEP Site ID# for tracking purposes.

Site-to-Client Relationships. DEP will create internal records to relate (link) each site with all clients associated with the site and/or its facilities.

Facility. A facility (also referred to as Primary Facility [PF]) is a logical bridge between sites and sub-facilities that allows DEP to provide a framework for a facility's or an activity's regulation. Primary Facility is a way to group a program's involvement at a site (what it regulates) under one heading. For example, the storage tank program groups all of their involvement (regulated entities) under the Primary Facility type of 'Storage Tank Location'. Facility information is documented and assigned an internal DEP Facility ID# for tracking purposes.

Sub-Facility. A sub-facility (SF) is program-specific. A SF is what DEP regulates. For example, a storage tank is a SF of a Storage Tank Location primary facility.

Project. A project includes all the construction, installation and/or renovation needed to achieve the applicant's goal. An applicant must obtain all required permits/approvals from DEP before beginning regulated activities or the construction or expansion of a regulated facility. Project information is documented and assigned an internal DEP application processing system number (APS ID#) for tracking purposes.

Authorization. Any DEP approval. For example, permits, plans, approvals, licenses, registrations, certifications, etc. Authorization information is documented and assigned an internal DEP Auth ID# for tracking purposes.

STORAGE TANKS GENERAL INFORMATION

Regulated Underground Storage Tanks (USTs). Regulated USTs are defined as tanks used to contain regulated substances with a capacity of more than 110 gallons, where 10 percent or more of the volume (including the volume contained in the underground piping) is below the surface of the ground.

The following tanks are considered exempt and are NOT regulated USTs under the Storage Tank and Spill Prevention Act of 1989:

Reference Code	Description
U1	Tanks with a capacity of 110 gallons or less.
U2	Farm or residential tanks with a capacity of 1,100 gallons or less which store motor fuel for noncommercial purposes (not for resale).
U3	Tanks which store heating oil used on the premises where stored. Diesel, kerosene, etc., are included as long as they are used exclusively for heating.
U4	Pipeline facilities (including gathering lines) regulated under the Natural Gas Pipeline Safety Act of 1968, or the Hazardous Liquid Pipeline Safety Act of 1979, or which are intrastate pipeline facilities regulated under comparable state laws.
U5	Surface impoundments, pits, ponds or lagoons.
U6	Storm water or wastewater collection systems.
U7	Flow-through process tanks.
U8	Liquid traps or associated gathering lines directly related to oil or gas production and gathering operations.
U9	Storage tanks situated in an underground area (such as a basement, cellar, mine working, drift, shaft or tunnel) if the tank is situated upon or above the surface of the floor. The tank must be able to be visually inspected. These tanks may be regulated as aboveground storage tanks.
U10	Tanks regulated under the Solid Waste Management Act of 1980, including, but not limited to, piping, tanks, collection and treatment systems used for leachate, methane gas and methane gas condensate management, except if regulated under 40 CFR Part 280. Waste oil tanks are not included in this exemption.
U11	Septic tanks and other subsurface sewage treatment tanks.
U12	Tanks which store unregulated substances such as asphalt (solid @ 60°F), propane, water, sand and liquid animal wastes and any other unregulated substances.
U13	Tanks which store any substance defined as hazardous waste under Subtitle C of Resource Conservation and Recovery Act (RCRA) and not regulated under other Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) programs.
U14	Change in service from a regulated to a non-regulated substance or use. If the use or substance was changed to a non-regulated substance, the closure guidance requirements must be met.
U15	Sump tanks which are used as temporary storage for emergency spill or overflow containment and are expeditiously emptied after use.
U17	Tanks which have been "out-of-operation" and empty since Dec. 22, 1988. Tanks which do not pose a current or potential threat to human health and the environment.
U19	A wastewater treatment tank system such as an oil and water separator. Does not include an oil catch tank connected to an oil-water separator.
U20	Equipment or machinery that contains regulated substances for operational purposes such as hydraulic lift tanks (elevators) and electrical equipment tanks (electric transformers).
U21	Deminimus Concentration Tank. A tank that contains a regulated substance of insufficient concentration to be required to appear on a Material Safety Data Sheet (MSDS).

Regulated Aboveground Storage Tanks (ASTs). Regulated ASTs are defined as stationary tanks used to contain regulated substances, with a capacity of more than 250 gallons, where 90 percent of the volume is upon or above the supporting surface of the ground and can be visually inspected. This includes tanks which can be visually inspected in an underground area or in a building

The following tanks are considered exempt and are NOT regulated ASTs under the Storage Tank and Spill Prevention Act of 1989:

Reference Code	Description
A1	Tanks with a capacity of 250 gallons or less.
A2	Tanks with a capacity of 30,000 gallons or less which store heating oil used on the premises where stored. Diesel, kerosene, etc., are included as long as they are used exclusively for heating.
A3	Tanks with a capacity of 1,100 gallons or less which store motor fuel for non-commercial purposes (not for resale).
A4	Tanks located on a farm with a capacity of 1,100 gallons or less which store or contain substances that are used to facilitate the production of crops, livestock and livestock products on said farm.
A5	Pipeline facilities (including gathering lines) regulated under the Natural Gas Pipeline Safety Act of 1968, or the Hazardous Liquid Pipeline Safety Act of 1979, or which are intrastate pipeline facilities regulated under comparable state laws.
A6	Surface impoundments, pits, ponds or lagoons.
A7	Storm water or wastewater collection systems.
A8	Flow-through process tanks, including but not limited to, pressure vessels or process vessels and oil and water separators.
A9	Non-stationary tank, liquid trap or associated gathering lines directly related to oil and gas production or gathering operations.
A10	Tanks which store brines, crude oil, drilling or frac fluids and similar substances or materials and are directly related to the exploration, development or production of crude oil or natural gas regulated under the Oil and Gas Act of 1984.
A11	Tanks which are used for surface coal mining and are regulated under the Surface Mining Conservation and Reclamation Act of 1945.
A12	Tanks used for the storage of products which are regulated pursuant to the Federal Food, Drug and Cosmetic Act.
A13	Tanks regulated under the Solid Waste Management Act of 1980, including, but not limited to, piping, tanks, collection and treatment systems used for leachate, methane gas and methane gas condensate management.
A14	Tanks which store unregulated substances such as asphalt (solid @ 60°F), propane, water, sand, liquid animal wastes, refrigerant condensing material, any gaseous substances used in the administration of medical care.
A16	Tanks which store any substance defined as hazardous waste under Subtitle C of RCRA.
A17	Tanks that are non-stationary and are designed to be moved. In addition, the use of the tank requires that the tank be moved at least once in every 12-month period.
A18	Change in service from a regulated substance to a non-regulated substance or use. If there was any sign of contamination, it must be reported to the appropriate regional office.
A19	Sump tanks which are used as temporary storage for emergency spill or overflow containment and are expeditiously emptied after use.
A20	Tanks which store used motor oil and waste oil are regulated under the Solid Waste Management Act of 1980.
A21	Tanks with a capacity of 1,100 gallons or less which store new motor oil including lubricating and operational fluids for the mechanical components associated with the engine including any hydraulic, transmission, gear or braking systems.
A22	Tanks containing radioactive materials or coolants that are regulated under the Atomic Energy Act of 1954.
A23	Tanks regulated under the act of May 2, 1929, known as the Boiler Regulation Law.
A24	Equipment or machinery that contains regulated substances for operational purposes such as hydraulic lift tanks (elevators) and electrical equipment tanks (electric transformers).
A25	Deminimus Concentration Tank, a tank that contains a regulated substance of insufficient concentration to be required to appear on a Material Safety Data Sheet (MSDS).

Regulated Substance. A regulated substance is an element, compound, mixture, solution or substance that when released into the environment may present substantial danger to the public health, welfare or the environment. This includes:

- Any substance defined as hazardous in Section 101 of CERCLA **not** to include hazardous wastes regulated by Subtitle C of RCRA;
- Petroleum, including crude oil and/or any fraction thereof and hydrocarbons which are liquid at standard conditions of temperature and pressure, including, but not limited to oil, petroleum, fuel oil, used oil, oil sludge, oil refuse, oil mixed with other non-hazardous wastes and crude oils, naphtha gasoline, diesel and kerosene;
- Nonpetroleum oils including biodiesel, synthetic fuels and oils, tung oils, wood-derivative oils and inedible seed oils from plants; and
- Pure ethanol intended for blending with motor fuel.

Closure Requirements. An amended Registration/Permitting Form must be submitted to DEP's central office at the time of **removal/closure of any regulated tank**, except for the removal/closure of regulated but currently unregistered tanks. For unregistered tanks to be closed, the form must be submitted to the appropriate regional office.

The removal or closure date should be the actual date the tank was removed or closed. If a date is not specified, the date of the certified Remover's signature will be used as the removal/closure date and fees will be charged up to that date.

When an underground tank or aboveground tank is removed/closed in place or the substance stored is changed from a regulated to an unregulated substance or use, closure guidelines must be adhered to and an amended Registration/Permitting Form must be submitted. For underground or large aboveground (greater than 21,000 gallons) tanks, a Closure Report either must be retained at the facility site or submitted to the appropriate regional office (identified at the end of these instructions). **These records must be maintained for at least three years.**

A written notification of intent to close or a Closure Notification Form must be submitted to the appropriate regional office 30 days prior to the removal or closure of all regulated USTs and all ASTs greater than 21,000 gallons.

Relocating Tanks. When an underground or aboveground tank is relocated from one facility to another, closure guidelines must be adhered to and an amended Registration/Permitting Form must be submitted showing the tank status as removed. This tank must also meet new tank requirements and must be registered as a new tank on a separate Registration/Permitting Form for the facility at which it was re-installed.

When an underground or aboveground tank is relocated at the same facility, a Modification Report Form, which is a separate DEP form completed by a certified tank handler, must be submitted instead of an amended Registration/Permitting Form. All current regulations regarding removal and installation activities apply.

When all or some registered storage tanks at a facility are sold and these **tanks are relocated to another facility owned by a different owner**, the previous owner as well as the new owner must submit a Registration/Permitting Form. The previous owner's form must include the tanks' removal/closure dates. The new owner must submit a Registration/Permitting Form with all sections properly completed including the tanks' installation dates at the new facility.

This is further described in the following table:

TANKS MOVED TO A DIFFERENT LOCATION (This is NOT a Change of Ownership)			
Scenario	New Owner	Previous Owner	Results
1. Some or all tanks relocated from one facility to another. (Both facilities are owned by the same owner.)*	Not Applicable Note: SSIP requirements may apply. See Section XII.	Submits <i>two separate</i> Registration forms for Amended Registration. Submits form for the old facility showing the removal of the tanks. Submits form for the new facility showing the addition of tanks to existing facility.	Tanks removed from previous facility and tanks added to new facility. No change of ownership.
2. Some or all tanks relocated from one location at a facility to a different location at the same facility.*	Not Applicable	Not Applicable	Tanks relocated at same facility, no change of ownership, no Registration form is required. Certified handler submits a modification form.
3. Some or all tanks sold and relocated to a different <i>unregistered</i> facility of a different owner.*	Submits a Registration form for an Initial Registration with all sections completed showing the installation of the purchased tanks. NOTE: SSIP requirements may apply. See Section XII.	Submits a Registration form for an Amended Registration with all sections completed showing the removal of the sold tanks.	Tanks are removed from previous facility, and tanks are added to <i>newly</i> registered facility.
4. Some or all tanks sold and relocated to a different <i>currently registered</i> facility of a different owner.*	Submits a Registration form for an Amended Registration with all sections completed showing the addition of the purchased tanks at an existing facility. NOTE: SSIP requirements may apply. See Section XII.	Submits a Registration form for an Amended Registration with all sections completed showing the removal of the sold tanks.	Tanks are removed from previous facility, and tanks added to <i>currently</i> registered facility.
*Re-used underground tanks are tanks that are removed from their current location, moved to a different location and re-used. Either the manufacturer or persons certified by the manufacturer, or a registered professional engineer must certify re-used tanks to ensure tank requirements have been met. The tank owner should retain documentation.			

Permits Necessary to Operate Storage Tanks. Prior to operating storage tanks, the tank owner is required to obtain the necessary state and/or local permits. This form serves as both the Registration and Operating Permit application as required by the Storage Tank and Spill Prevention Act. Tank owners may not store, dispense from or place a regulated substance in a storage tank that does not have an operating permit. The DEP may register a tank, but may withhold or deny the operating permit for the tank if the owner is not in compliance with storage tank regulations, including payment of registration fees. Other permits may be required by other DEP programs, other State agencies and/or local jurisdictions.

Certified Underground Storage Tank (UST) Operators. All UST facilities must have designated Class A, Class B, and Class C operators. Documentation of the Class A and Class B operators must be provided to the department in the following situations:

- Change of Ownership
- New Facility
- New UST at an existing facility
- Changing a UST to “C” – currently in use status from “T” temporarily out of use or “E” – exempt status

Documentation is provided to the department via the UST Operator Training Documentation Form (2630-PM-BECB0514a), along with copies of the Class A and Class B operator training certificates. If an IUM– or UMX–certified individual is serving as the Class A or Class B operator, submit a signed statement from that individual attesting to their role as the certified operator.

COMPLETING THE REGISTRATION/PERMITTING APPLICATION FORM

Incomplete forms will be returned, delaying registration/permitting. Tanks cannot be used until properly registered and permitted.

Type or print (in ink) all items except the signatures of the owner, installer/remover and inspector. Always include the Storage Tank Facility ID No. on the Registration/Permitting Form, unless the application is for a new facility.

A separate form is to be completed for EACH facility that has regulated storage tanks. If you need space for additional tanks, photocopy the appropriate section(s) of the form, write the Facility ID No. and Facility Name at the top and staple all sheets together.

An amended Registration/Permitting Form or Storage Tank Registration Amendment Form (2630-FM-BECB0607) must be submitted for any changes made to the owner, operator, facility, tank and/or contact information within 30 days of a change in information.

I. PURPOSE OF SUBMITTAL

This section identifies the purpose for the submission of the Registration/Permitting Form.

Initial. This area of the form is only for first-time tank registrations at new facilities. Once a tank is registered and a facility number is assigned, these blocks should not be checked.

Amended. This area of the form is only for amendments or changes to currently registered facilities, or changes to Owner, Operator, Contact, Tank or Facility information and are NOT to be checked the first time a tank is registered at a new facility.

Change of Ownership. This area of the form is for change of ownership with all or some tanks remaining at the same facility. This should not be confused with instances when tanks change ownership and are relocated to a different facility, or when tanks are moved to another facility of the same owner. For those type of instances, see instructions under Relocating Tanks.

II. CURRENT OR NEW TANK OWNER/CLIENT INFORMATION

This section identifies the current or new owner associated with the storage tanks registered at the facility.

DEP Client ID#. DEP-wide unique identification number assigned by DEP to the client after client information is entered into DEP’s computer system. This one number identifies the client regardless of the program with which the client is working. This identification number will be identified on future correspondence from DEP as well as on client information available on our DEP website. When replying to DEP, inclusion of this number will make it easier to process your request in a timely manner. If you know your Client ID#, enter it. If you are a new client to DEP, skip to the next request for information.

Client Type & Code. Enter the code that represents the type of client acting as the responsible authority for the permitted activity. The list of Client Codes is included in this application package or may be found electronically on DEP's website under "Permit and Authorization Packages."

Fee Kind - If applicable, check the appropriate box that determines applicable registration fees or exemptions. These companies are still required by law to maintain current registration on all regulated tanks, but fees are either exempted or discounted as follows:

Volunteer Fire Co./EMS Organizations. Fees for regulated USTs only are exempted if the tanks are owned by volunteer fire companies and/or volunteer emergency medical services organizations whose staff provides these services without compensation. **NOTE:** Municipalities that provide fuel for volunteer companies/organizations from their municipally owned USTs are NOT exempt from registration fees.

State Government. State Government-owned tanks must be registered; however, underground and aboveground tanks are exempt from registration fees.

Federal Government. Federal Government-owned tanks are discounted 20% of the registration fees.

Organization Name or Registered Fictitious Name. Clients other than individuals must provide the name under which they conduct the activity or business for which the permit or other authorization will be issued.

Individuals should complete the "Organization Name" if they conduct their business or activity under a name other than their own (for example, "Jones Construction Company," rather than "Mary Jones").

For partnerships, be sure to list the business name of the partnership as it appears on legal partnership papers.

If the applicant is an individual(s) or partnership, be sure to also provide the appropriate information on the individual name lines.

Employer ID# (EIN). Also referred to as "Federal Tax ID#." The EIN aids DEP in identifying the organization and prevents duplicate data entry from occurring. This information is required.

Dun & Bradstreet ID#. If known, supply the applicant's Dun & Bradstreet Identification Number. This information is optional.

Individual Last Name, First Name, MI, Suffix, Social Security Number (SSN). This information, with the exception of the SSN, must be provided for applicants who are individuals or partnerships. The SSN aids DEP in identifying the individual and prevents duplicate data entry, although it is optional. This information is not accessible by the public or other government agencies.

Additional Individual Last Name, First Name, MI, Suffix, Social Security Number. This information, with the exception of the SSN, must be provided for additional applicants who are individuals or partnerships. The SSN aids DEP in identifying the individual and prevents duplicate data entry, although it is optional. This information is not accessible by the public or other government agencies.

Mailing Address. The mailing address of the client identified above (this should *not* include locational data that is not appropriate for a mail piece). In addition to the street number and name, PO Box#, RR#, Box# or Highway Contract# designations, use any appropriate designation and number to further define the mailing address of the applicant.

e.g.,	APT	(Apartment)	DEPT	(Department)	RM	(Room)
	BLDG	(Building)	FL	(Floor)	STE	(Suite)

City, State, ZIP+4, Country. Enter an appropriate city, borough or town designation (do not enter a township designation in this area). Do *not* use abbreviations for the city name. Use the two-character abbreviation for the state. Include the four-digit extension to the ZIP code, if known. If other than USA, provide country.

Client Contact Information. Clients that are organizations must provide the name of a person representing the client (organization). This client contact must be an employee of the organization and must be located at the mailing address of the client and may receive correspondence on behalf of the client. Include the individual's name, title, daytime phone number and e-mail address. DEP will use this contact information for maintaining client data. This individual should be a high-level employee such as CEO, VPs, Operations Manager, etc. or someone capable of answering informational questions regarding the organization such as EIN, fictitious name ownership, address data, related organizations, corporate changes, etc. Project contact information should be entered in the Site Contact found in the Site Information section.

III. SITE INFORMATION

This section identifies the site, its location and contact person.

DEP Site ID#. DEP-wide unique identification number assigned to the site. This one number identifies the site regardless of the program with which the applicant is working. This identification number will be identified on future correspondence from DEP as well as on site information available on our DEP website. When replying to DEP, inclusion of this number will make it easier to process your application in a timely manner. If you know your Site ID#, enter it. If you are identifying a new site to DEP, skip to the next request for information.

Site Name. The name of the site at the specific physical location. Do not use abbreviations, acronyms, etc.

Environmental Protection Agency (EPA) ID#. If known, supply the EPA ID# for the site (this number is also referred to as a FINDS ID#). This is optional.

Estimated Number of Employees to be Present at Site. To assist with future Pollution Prevention and Compliance Assistance initiatives, please include the estimated number of employees to be present at the site once it is active.

Description of Site. Provide a written description of the proposed site (e.g., water treatment plant, sewage treatment plant, toy factory, etc.).

County, Municipality, State. Indicate the county(ies) and municipality(ies) in which the site is located. Check the appropriate box to identify the type of municipality entered (city, borough, township). Include the two-character abbreviation for the state.

Site Location. Provide the physical address of the location where the permitted activities will occur. No P.O. Box Numbers will be accepted for site location information. Provide the City (or Municipality), State and the ZIP+4, if known.

Detailed Written Directions to Site. When providing written directions, do not use P.O. Box address data. Include landmarks and approximate distances from the nearest highway.

Site Contact Information. Provide the name of the person having overall responsibility for environmental matters at the site. Include the individual's name, title, firm, mailing address, daytime phone number and e-mail address (optional).

NAICS Codes. Clients applying for an authorization from DEP need to provide the appropriate North American Industry Classification System (NAICS) code(s) at the Sector level (at a minimum). Enter all NAICS codes that pertain to the activity for which the application is being completed. More than one two-digit or three-digit NAICS code may be entered in the box provided. If you know your six-digit NAICS code, enter it in the optional box provided. This list of NAICS Sector and Subsector level codes can be found by referencing the list of NAICS Codes included with this application package or may be found electronically on DEP's website.

IIIa. PROPERTY OWNER INFORMATION

This section identifies the owner of the property, if different from the storage tank system(s) owner.

Organization Name or Registered Fictitious Name. Clients other than individuals must provide the name under which they conduct the activity or business for which the permit or other authorization will be issued.

Individuals should complete the "Organization Name" if they conduct their business or activity under a name other than their own (for example, "Jones Construction Company," rather than "Mary Jones").

For partnerships, be sure to list the business name of the partnership as it appears on legal partnership papers.

Employer ID# (EIN). Also referred to as "Federal Tax ID#." The EIN aids DEP in identifying the organization and prevents duplicate data entry from occurring. This information is required.

Dun & Bradstreet ID#. If known, supply the applicant's Dun & Bradstreet Identification Number. This information is optional.

Mailing Address. The mailing address of the property owner identified above (this should *not* include locational data that is not appropriate for a mail piece). In addition to the street number and name, PO Box#, RR#, Box# or Highway# designations, use any appropriate designation and number to further define the mailing address of the property owner.

e.g.,	APT	(Apartment)	DEPT	(Department)	RM	(Room)
	BLDG	(Building)	FL	(Floor)	STE	(Suite)

City, State, ZIP+4, Country. Enter an appropriate city, borough or town designation (do not enter a township designation in this area). Do not use abbreviations for the city name. Use the two-character abbreviation for the state. Include the four-digit extension to the ZIP code, if known. If other than USA, provide country.

Property Owner Contact Information. Property owners that are organizations must provide the name of a person representing the organization. This contact must be an employee of the organization and must be located at the mailing address of the property owner and may receive correspondence on behalf of the property owner. Include the individual's name, title, daytime phone number and e-mail address. This individual should be a high-level employee such as CEO, VPs, Operations Manager, etc. or someone capable of answering informational questions regarding the organization such as EIN, fictitious name ownership, address data, related organizations, corporate changes, etc.

IV. FACILITY INFORMATION

This section identifies the facility, facility operator and Fire Safety Permit Number.

Storage Tank Facility ID#. Upon receipt of an initial Registration/Permitting Form, the Storage Tank Program assigns a Facility ID# for the new facility. The Facility ID# will consist of a two-digit county code and a five-digit code to identify the first facility (E.G., 12-12345).

Storage Tank Facility Name. The name of the facility at the specific physical location. Do not use abbreviations, acronyms, etc.

Facility Kind. The Facility Kind more clearly defines the facility. The following are some examples for each Facility Kind. Start at the top of the list and choose the first Kind that best describes the facility.

Code	Facility Kind	Examples
MILIT	Military	US Army, Navy, Air Force or Marine Corps
AVIAT	Aviation	Airport, Hanger or Private airstrip
MFULS	Motor fuel for sale	Gas station, Service station, Convenience store, Card lock or Car wash
PDIST	Product distributor	Bulk facility, Refinery, Terminal or Regulated substance manufacturer
RESEX	Resource extraction	Mining or quarrying
FARM	Farming	More than 50% of the site is a farm (involved in the production of crops)
MARIN	Marina	Marina or Boat dock
PADMN	Public administration	Pa National Guard, State University, Veterans Medical Center, Post Office, Dept. of Public Works or Public Water treatment plant
UTSAN	Utility or Sanitary Services	Electric company, Telephone company, Waste water treatment plant (WWTP) or Private Water treatment plant
TRANS	Transportation	Package shipping, Trucking company or Bus line
AGRIC	Agriculture	Nursery, or Pesticide manufacturer or distributor
MFGIN	Manufacturing or Industrial	Durable goods manufacturer
RETCO	Retail or commercial	Auto dealership, Department store or Warehouse
SVC	Service organization	Hotel, Catering service, or Teaching or not-for-profit hospital
MFULN	Motor fuel not for retail sale	Golf course*, Tool rental*, Cemetery or Lawn service

* No separate charge for fuel

Latitude/Longitude. Latitude and longitude measures aid in providing the physical location of the facility. If known, indicate appropriate degrees, minutes and seconds for the project. The Latitude/Longitude Point of Origin is the place or location where the reading was actually taken.

Additional Locational Data Information. This information is being requested in order to determine the method, accuracy and description of the latitude and longitude information that is being provided with the application. If known, please provide this information for your locational data. The list of locational data codes and descriptions can be found on DEP's website under "Permit and Authorization Packages."

Facility Operator Information. This facility operator is the person or organization responsible for the daily operation of the storage tank facility. The facility operator information is to be completed by following the instructions for Section II, Current or New Tank Owner/Client Information. If operator information is the same as the owner information provided in Section II, check the appropriate box and skip to "Flammable & Combustible Liquid Permit Number." If different, check the appropriate box and provide the requested information.

Flammable & Combustible Liquid Permit #. Owners must obtain a permit prior to installing storage tanks that will store a flammable or combustible product with a flash point of less than 200 degrees Fahrenheit. The State Fire Marshal's Office had been issuing permits for these types of tanks since 1924. In 1998, this responsibility was transferred to the Department of Labor and Industry.

For more information or to apply for a Flammable and Combustible Liquid Permit, tank owners (except those in Allegheny and Philadelphia counties) should contact the Department of Labor and Industry's Bureau of Occupational and Industrial Safety. Tank owners in Allegheny County should contact their County Fire Marshal's Office, and tank owners in Philadelphia County should contact the Philadelphia County Office of Licensing and Inspections.

Complete this section by providing the Flammable and Combustible Liquid Permit Number and the state or municipal agency which issued the permit.

V. CHANGE OF OWNERSHIP INFORMATION

When all currently registered storage tanks at a facility are purchased and all tanks remain at that facility, the new owner must promptly submit an amended Registration/Permitting Form with all sections properly completed, including the Change of Ownership information.

When some currently registered storage tanks at a facility are purchased and those tanks remain at that facility, the new owner must promptly submit an amended Registration/Permitting Form with all sections properly completed, including the Change of Ownership information. The new owner will be assigned a new Facility ID Number by DEP.

This is further described in the following scenarios:

Tanks Sold to a New Owner & Remain at Same Facility (Change of Ownership)			
Scenario	New Owner	Previous Owner	Results
1. All tanks purchased and remain at same facility.	Submits a Registration form with Owner, Facility, Contact and Change of Ownership sections completed.	Signs Section V of the Registration Form.	The entire facility is transferred to the new owner and retains the same Facility ID number.
2. Some tanks purchased and remain at same facility.	Submits a Registration form with Owner, Facility, Contact and Change of Ownership sections completed. Previous tank numbers for tanks purchased must be supplied.	Signs Section V of the Registration form.	A new facility is created for the new owner. A new Facility ID number is assigned for the purchased tanks.

If the previous owner's signature is not available, the new owner must provide a deed of transfer or other proof of ownership.

VI. STORAGE TANK DESCRIPTION

This section identifies each regulated storage tank at the facility.

Do not include aboveground tanks which were removed or closed in place prior to Feb. 5, 1990, or underground tanks which were removed or closed in place prior to Nov. 5, 1989.

Tank Number. Aboveground tank numbers begin with 001A and continue sequentially (002A, 003A, etc.). If the tanks are removed/closed, the numbers are **not reused**.

Underground tank numbers begin with 001 and continue sequentially (002, 003, etc.). If the tanks are removed/closed, the numbers are **not reused**.

Previous Status. The status code selected should reflect the previous status of the tank. This does not apply to new tank installations.

New Status. The status code selected should reflect the new or initial status of the tank at the time of submitting the Registration/Permitting Form.

Status Code	Description
C	Currently in Use
T	Temporarily Out of Use
E	Exempt
R	Tank Removed
P	ASTs Cleaned, Piping Dismantled & System Left On-Site (Permanently Closed)
P	USTs Cleaned On-Site & Filled with an Inert, Non-Shrinking Material (Permanently Closed)

Type. The type code indicates whether the tank is manufactured (M) or field-constructed (F).

Install Date and Change of Status Date. The date (month-day-year) must be included on the registration form. Proposed dates are not acceptable.

The Install Date is the date the tank system was physically installed at the facility. This date will never change. The Change of Status date is the date used for all changes of status.

If a tank is currently in use or will be in use after registration, write "C" in the status column and the date installed in the Install Date column.

If a tank is temporarily out of use, write "T" in the Status column and enter the date the tank was taken out of use in the Change of Status Date column. All applicable registration fees are still required. **Tanks in "T" status will have their operating permit withheld or withdrawn, and are required to be empty.** Proof of tank pump-out or a letter certifying that the tank contains less than 1 inch of product must accompany the amended registration. An inspection may be required prior to returning to "C" status.

If a tank is exempt, write "E" in the Status column, and enter the appropriate exempt reference code (noted on pages 3 and 4 of these instructions). If the substance or use changed from regulated to unregulated, write the date changed in the change of status date column. A cover letter that clarifies the exemption reason should be included with the application. Exemption is a Change in Service and requires the signature of a DEP-certified tank remover (UMR, AMR, AFR, AFMX) in Section X.

If a tank has been removed, write "R" in the Status column and the date removed in the Change of Status Date column.

If a tank has been permanently closed-in-place, write "P" in the Status column and the closure date in the Change of Status Date column.

Capacity. The capacity reflects the name plate rating, not the amount customarily put in the tank.

Each compartment of a multi-compartment tank should be registered as a separate tank if the compartment contains a regulated substance, meets the capacity criteria and acts separately from the other compartment(s).

Substance Code – Use the substance code for the currently-stored or last-stored substance as follows:

Code	Description	Code	Description
AVGAS	Aviation Gasoline	JET	Jet Fuel
BIDSL	Biodiesel (>20% biodiesel)	KERO	Kerosene
DIESL	Diesel Fuel	NMO	New Motor Oil
ETHNL	Ethanol	NPOIL	Nonpetroleum Oil ⁴
GAS	Gasoline	OTHER	Other (unlisted petroleum) ⁵
GSHOL	Gasohol (> 15% alcohol)	UNREG	Unregulated Substance
HIHAZ	Highly Hazardous Substance ¹	USDOL	Used Oil (all forms)
HO	Heating Oil ²		
HZSUB	Hazardous Substance ³		

- 1 Hazardous substances with a CERCLA reportable release quantity of ten pounds or less. Tank systems that are less than 1,100 gallon capacity are not considered to be highly hazardous. These tanks need to be registered as hazardous.
- 2 Heating oil is defined as No. 1, No. 2, No. 4-Light, No. 4-Heavy and No. 6 grades of fuel oil. Also included in this definition are other residual fuel oils such as Navy Special and Bunker C.
- 3 Specify the full CERCLA Name(s) and CAS No(s). of the hazardous substance. Do not use the acronym or brand name of the substance. This includes hazardous mixtures.
- 4 Includes synthetic fuels and oils, wood-derivative oils and inedible seed oils.
- 5 Specify the full name(s) of the substance if it is "Other Petroleum Substance." Do not use the acronym or brand name of the substance.

For mixtures of biodiesel or ethanol and petroleum products, indicate each component's percentage. Storage of alternative fuel blends, such as gasoline-ethanol blends containing greater than 10% alternative fuel, or biodiesel blended fuel containing greater than 5% biodiesel, may require submittal of the Alternative Fuel Storage Tank Installation/Conversion Form (2630-FM-BECB0608).

Tank Exempt Reference Code. If the tank is exempt, write the appropriate exemption reference code from pages 3 or 4 of the Instructions.

VII. ABOVEGROUND & UNDERGROUND NEW TANK INSTALLATION INFORMATION

The DEP-certified installer should complete this section. Complete this section by writing the tank number and placing a check in the appropriate box for each new tank and component that was installed. This section is not to be completed for tank modification activities. For tank modifications, submit a "Storage Tank Modification Report" form and not a Registration/Permitting Form.

New tanks listed in Section VI must also be listed in Section VII.

At least one block should be checked for each appropriate section (i.e., Tank Construction, Underground or Aboveground Piping, Pump System, etc. should all have at least one check in their respective section).

All tank installations and removals/closures must be performed by a DEP-certified individual certified in the appropriate category. Owners of USTs must notify DEP 30 days prior to the installation, relocation or removal of a regulated tank. Owners of large aboveground tanks (capacity greater than 21,000 gallons) must obtain a Site Specific Installation Permit prior to construction and notify DEP 30 days prior to closure.

VIII. ABOVEGROUND & UNDERGROUND TANK INFORMATION FOR PERMANENT CLOSURE

The certified remover should complete this section by writing the tank number and placing a check in the appropriate box for each tank that was removed or closed in place.

IX. OWNER CERTIFICATION

The owner is responsible for completing this Section. Type or legibly print the name and title of the owner. The owner must sign the form and enter the date the Registration/Permitting form was completed.

Information & Invoices Mailed to. The owner must indicate the location where information and invoices should be mailed.

X. INSTALLER/REMOVER CERTIFICATION

This section must be completed by the certified installer(s)/remover(s) responsible for the installation or removal from service of the aboveground and underground storage tanks listed in Section VI. Account for each tank that was installed or removed from service. Only enter the applicable categories required for each tank installation or removal. Do **NOT** enter all the categories in which you are certified.

Construction Standard. Provide the Construction Standard(s) which applies to the tank being installed as follows:

Construction Standard	
ACT-100/100U	Composite UST
API 12A	Steel Riveted AST
API 12B	Steel Bolted AST
API 12C	Steel Welded AST
API 12P	Fiberglass/Plastic AST
API 620	Steel Low Pressure AST
API 650	Welded AST
API 653	Re-Built AST
ASME	
ASME B96.1	Welded Aluminum Alloy
ASME RTP-1	Thermoplastic AST
ASME VIII	Pressure Vessel

Construction Standard	
ASTM D1998	Polyethylene Upright Tank
ASTM D3299	Filament Wound Fiberglass
ASTM D4097	Contact Molded Fiberglass
OTHER	(specify)
STI-93	Cathodic Protected UST
UL-58	Steel UST
UL 142	Manufactured Steel AST
UL 1316	Fiberglass UST
UL 1746	External Cathodic Protected UST
UL 2085	Fire Rated AST
UNKNOWN	

XI. INSPECTOR CERTIFICATION

This section must be completed by the certified inspector(s) responsible for verifying installation standards for field constructed tanks and aboveground tanks greater than 21,000 gallons listed in Section VI. Account for each tank that was inspected.

Construction Standard. Provide the Construction Standard(s) which applies to the tank. Refer to the above chart for construction standard.

XII. SITE SPECIFIC INSTALLATION PERMIT NUMBER

This section identifies the tank number and Site Specific Installation Permit (SSIP) number assigned to tanks requiring an SSIP. The following tank types require an SSIP before a storage tank system can be installed:

- AST systems with a capacity greater than 21,000 gallons;
- New AST facilities with an aggregate AST capacity greater than 21,000 gallons;
- New field constructed UST systems not installed within a previously registered UST system; and
- New storage tank systems with a capacity greater than 1,100 gallons containing a highly hazardous substance.

PROOF OF REGISTRATION

A letter serving as a temporary 90-day proof of registration for all new tank installations will be mailed or emailed to the facility's responsible official to permit product deliveries from the distributor until the official certificate is received.

Invoicing. After the Registration/Permitting Form is processed, an invoice will be generated and mailed to the owner's designated contact for payment. Thereafter, an invoice will be sent each year for the upcoming year's registration.

Payment. Do not submit payment until you have been invoiced. Submitting payment for new tanks which have not been invoiced will delay processing. Fees are pro-rated for the first year only. The annual registration fee schedule is as follows:

Storage Tanks	Capacity	Annual Registration Fee
Underground Storage Tanks (USTs)	All	\$50 per year, per tank
Aboveground Storage Tanks (ASTs)	5,000 gallons or less	\$50 per year, per tank
	5,001 to 50,000 gallons	\$125 per year, per tank
	Greater than 50,000 gallons	\$300 per year, per tank

Operating permit is renewed with the payment of registration fee.

Registration Certificate. When full payment is received and processed, a certificate is generated and mailed to the owner's designated contact. The certificate shows the annual expiration date and is proof of registration for the facility's storage tanks.

The certificate should be posted in a protected area. The certificate must be available to the public at the facility where the tank(s) is located.

QUESTIONS / CONCERNS / FORMS

When calling and/or writing DEP in reference to the application, have your Facility ID# available.

If you have any questions or concerns or need to order forms, call our customer services staff at the following numbers:

Toll Free in PA: 1-800-42-TANKS
Local or Out-of-State: 717-772-5599

You can also obtain forms and information by accessing the DEP website at www.dep.pa.gov, search: **Storage Tanks**.

FINANCIAL RESPONSIBILITY REQUIREMENTS FOR UNDERGROUND TANK OWNERS

The release of regulated substances stored in USTs poses a threat to the environment and the public health and safety of the Commonwealth's citizens. A release is generally considered to be any leak, spill or discharge from an UST or interstitial space into soil or groundwater.

The Storage Tank and Spill Prevention Act, Act 32 of 1989 as amended, created the Underground Storage Tank Indemnification Fund (USTIF) to assist owners and operators in meeting the federal financial responsibility requirements. The Fund makes claim payments to eligible UST owners or operators for damages caused by a release from their UST, above the deductibles. To be eligible, the release must have occurred on or after February 1, 1994. There are other eligibility requirements.

Upon registration of an underground tank, the owner's information is given to the USTIF. The owner of a registered UST is billed according to the substance that is contained in the UST and its capacity. Participation in the USTIF is mandatory unless you have a deregulated heating oil tank for which coverage is optional. The USTIF fees are due annually, and monthly statements are sent until the balance due is paid in full.

The USTIF is located in the Department of Insurance and operates similar to an insurance company providing cleanup and third party liability coverage to UST owners and operators. For more information contact the USTIF at:

901 North 7th Street
Harrisburg, PA 17102
Telephone: 717-787-8093
email: ra-ustif@pa.gov
website: ustif.pa.gov

WHERE TO SEND REGISTRATION FORM

PA DEP
Division of Storage Tanks
P.O. Box 8762
Harrisburg PA 17105-8762

or

PA DEP
Division of Storage Tanks
400 Market St
Harrisburg, PA 17101

WHERE TO SEND OTHER LETTERS, FORMS & REPORTS

Thirty-day Letters of Intent to Close, Closure Notification forms and Registration/Permitting forms for Removing/Closing Unregistered Tank(s) must be mailed to the appropriate DEP regional office. Closure reports must be either retained at the facility site or submitted to the appropriate regional office.

DEP regional offices and the counties they serve:

Southeast Region (1) 2 East Main Street Norristown, PA 19401-4915	484-250-5900	<u>Counties:</u> Bucks, Chester, Delaware, Montgomery and Philadelphia
Northeast Region (2) 2 Public Square Wilkes-Barre, PA 18701-1915	570-826-2511	<u>Counties:</u> Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne and Wyoming
Southcentral Region (3) 909 Elmerton Ave Harrisburg, PA 17110-8200	717-705-4705	<u>Counties:</u> Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry and York
Northcentral Region (4) 208 W Third St Ste 101 Williamsport, PA 17701-6448	570-327-3636	<u>Counties:</u> Bradford, Cameron, Centre, Clearfield, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union
Southwest Region (5) 400 Waterfront Dr Pittsburgh, PA 15222-4745	412-442-4000	<u>Counties:</u> Allegheny, Beaver, Cambria, Fayette, Greene, Somerset, Washington and Westmoreland
Northwest Region (6) 230 Chestnut St Meadville, PA 16335-3481	814-332-6648	<u>Counties:</u> Armstrong, Butler, Clarion, Crawford, Elk, Erie, Forest, Indiana, Jefferson, Lawrence, McKean, Mercer, Venango and Warren