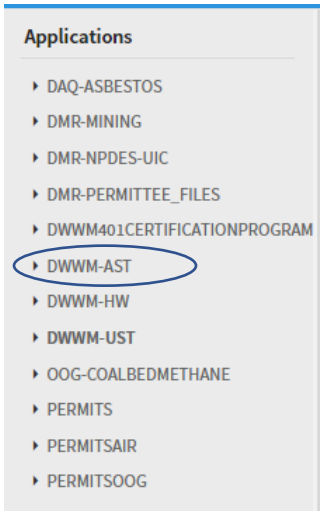
This website to get reports:

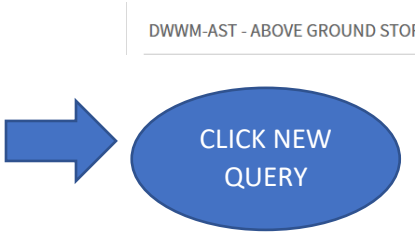
http://documents.dep.wv.gov/appxtender

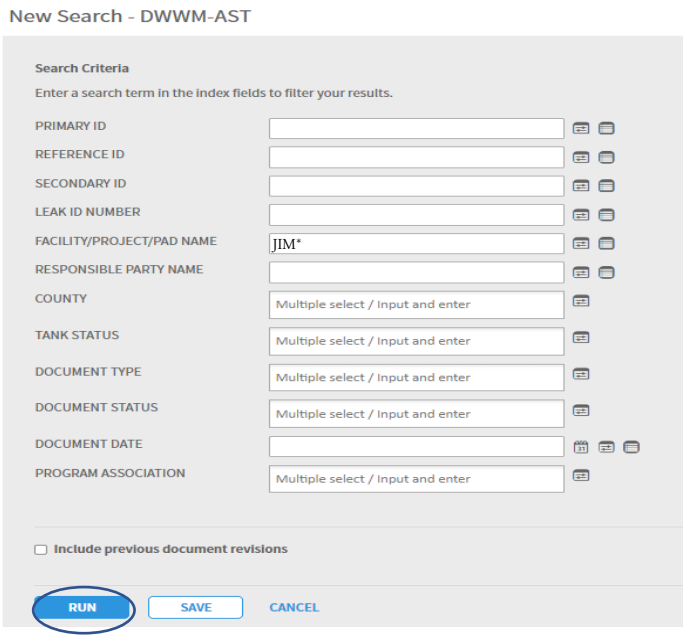
User Name:DEP

Password: DEP

LEFT SIDE OF SCREEN







ENTER THE DATA YOU KNOW TO SEARCH BY, YOU CAN USE THE * SYMBOL AFTER A FEW LETTERS OR NUMBERS TO BROADEN YOUR SEARCH IF YOU ARE UNSURE OF THE EXACT SPELLING OR NUMBER. ONCE ENTERED HIT RUN TO GET RESULTS. FOR EXAMPLE FACILITY NAME IS JIMMYJOES TYPE IN JIM*

Select the document you want to review and click on the Dropdown arrow then select– **Open**
When you are ready to review the next document, go to the upper right of the web browser and click - **Next. This** will bring up the next document in the series.

To search for a specific document, click “Query Results” in the upper left of the web browser.
Follow the previous instructions to open and review additional documents
You can also **Print, Email, and Export,** from this dropdown list used to open documents.

To log out, go to the top right of the web browser and click on **the door w/ arrow icon ;**
you should now be prompted to log out.

Search Criteria Information for ApplicationXtender

Primary ID = Tank ID

Secondary ID = Administrative Order #

Leak ID Number= Leak number associated with the site

Facility/Project/Pad name = Facility name

Responsible Party name = Owner name

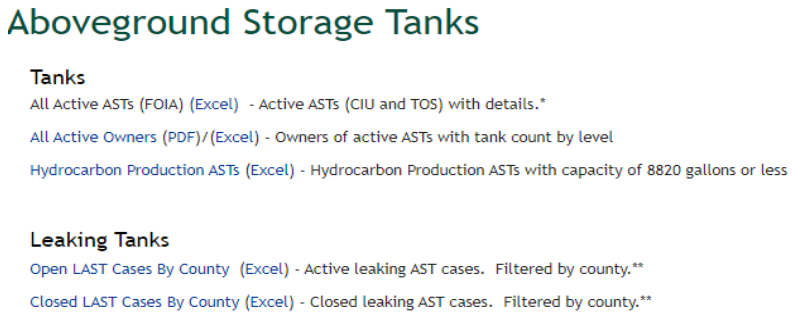
Need More Help with Search Criteria

If you do not know the information to put into the search criteria you can follow the directions below to get the information you are needing.

1. Go to https://apps.dep.wv.gov/tanks/public/Reports.aspx which is a public access reporting web portal where you can pull reports on underground storage tanks (USTs) or aboveground storage tanks (ASTs), leaking ASTs, and leaking USTs.

2. Click on Aboveground Storage Tank Reports.

3. For AST, Click on All Active ASTs (FOIA) (Excel) or for LAST click on the Open or Closed LAST Cases by county to get an excel spreadsheet of all registered regulated and non-regulated tanks in our AST database



4. The report will open up in excel and you can search the spreadsheet for tanks you are looking for. *Please be cautious that addresses have changed over time, addresses have been updated in our database to reflect the more specific location. Also, when searching for street addresses that there may be different spellings for example: Rd, Road, Route, Rt, Highway, Hwy, St. and Street.

*There are very few cases, but there are some sites that have 2 facility numbers mostly at old sites (one for the active facility, one for the abandoned tanks at the facility)