

Submitting Documents for a Closure Report

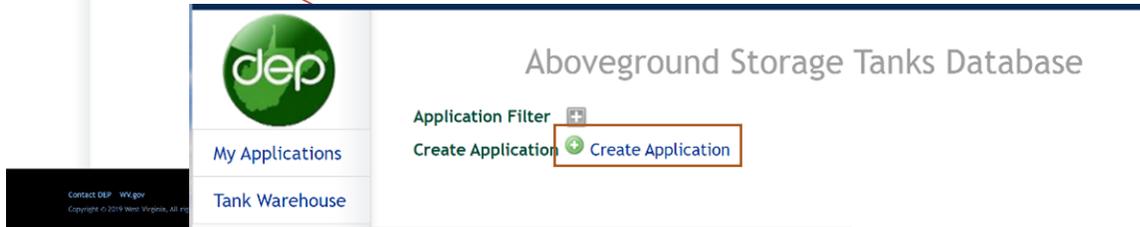


A guide to assist in submitting closure reports through the AST electronic application system.

Rev. 1

This guide is designed to assist in submitting closure plans and reports via the AST electronic application system. Plans and reports must be submitted each as a single PDF document.

Creating and Submitting a Closure Report



The New Application creation window will appear.

Application Type –
Select AST Tank Closure Report 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 submit applications for multiple owners. Ensure you are selecting the intended owner.

Choose Closure –
Select the closure associated with the report. Note that a closure plan must have been submitted and approved prior to this step.

Click “OK” to create the application.

a. → Application Type Tank Closure Report

b. → Application Name Closure Report Demo

c. → Owner

d. → Choose Closure vhjbfjgnfv - Barbour

e. → OK Cancel

The Tank Closure Details screen will auto populate with the information submitted on the plan. However, this information may be updated at this time. Confirm the tank closure details are accurate and upload the tank closure report and supporting documents as a single PDF.

Tank Closure Detail

Provide the primary contact information for the person in charge of closure activities.

Contact Name

Email

Phone

County of tank closure(s)

Is NFA being requested? Yes
 No

Tanks Approved for Closure: 1 tanks.

Facility	Owner Tank ID	Tank Reg Number	Level_Class	ZCC	ZPC	SWPA	Substances	TankCapacity	Current Contact
Leer South	A	001-00000509	RL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		4245	

Documents [Add Document](#)

Upload one plan per county. Multiple tanks can be on a plan.

1. Analytical Tables
2. Site Map
3. Waste manifests
4. Photos
5. Laboratory analytical with chain of custody
6. Additional information you think the Agency needs to know regarding the closure

Owners or operators must submit a single PDF that contains all closure report documents (Appendix, photos, analytical, maps, spreadsheets, etc.). Closure report documents and additional guidance may be [found here](#).

Click the “Add Document” button to choose, upload, and click save to attach the file.

Tank Release

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

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	999-0000559	Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	1740000	

Close Tank Choices

Search All Tanks: Search

Choose Tank: No tanks meet the criteria

Documents: Add Document required

Add Document dialog: Document (Choose File), Document Name, Save, Cancel

Certification and Submittal

Click the “Sign and Certify” tab.

Click the certify checkbox.

Fill in the name and title fields.

Click the “Submit” button.

Inspection Certification: Sign and Certify

1. Certify

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.

Name:

Title:

2. Submit

Your report has been submitted for review. An email notification will be sent to the email address we have on file if the report has been submitted successfully. A separate email will be sent to the email address of the person who submitted the report, the owner, and the operator once the report has been reviewed and approve.