

Navigating the Aboveground Storage Tank Modification Application



A guide to assist in modifying existing aboveground
storage tank registration information.

The purpose of this document is to assist tank owners in modifying existing aboveground storage tank information. The DEP Tank program launched a new and improved database on June 28th, 2021. We would like to take a few minutes to cover some of the enhancements and benefits of this new system. Many of the changes were based on user feedback. This list does not cover all of the improvements but does cover those which we think you will find most valuable.

1. Owners and operators are now able to add any tank to an application and are no longer restricted by reference document numbers (Ref Doc example: 2014-00000001). This improves efficiency and reduces the number of application submittals.
2. Owner and operators are no longer required to click section complete radio buttons to advance the applications. The new application design saves valuable time by eliminating this redundant task.
3. DEP revised how tank ownership is transferred. All tanks across ownership can be added to a single application for release. Additionally, we have developed a shorter tank claim form. This significantly reduces the time and number of applications required to transfer ownership of tanks.
4. Developed an ownership contact form specific to changing ownership contact information. This is account-wide and eliminates redundant application submittals.
5. Developed a tank contact form. This allows consultants, facility managers, and other tertiary contacts to assign their contact information to a group of tanks. This form is not changing owner information, but for adding other contacts such as on-site personnel to contact when arranging a site visit.
6. Starting in 2021, owners and operators will be able to review an itemized list of tank fees. This increases fee transparency and allows for thorough audits. For convenience, the invoice sent will be a summary of all fees owed, but will provide information on how to view an itemized tank list related to fees invoiced starting with the annual billing in 2021.
7. Invoices have been simplified but now include information on other back fees that may still be owed. This helps keep track of invoices that may have slipped through the cracks. Remember, an itemized list can be reviewed on the owner's web portal starting in 2021.
8. Invoice notifications will be emailed to the owner, operator, and any tertiary contacts when an invoice is generated and mailed. This increases the likelihood that an invoice will make it to the correct person.
9. The warehouse has been enhanced to include access to uploaded documents such as spill plans and fit forms, has an expanded number of filters and filter functionality, added tank payment history, and much more. Just click the blue links!
10. Starting 2021, a reports section will be release to tanks owners. This will allow tank owners to download various reports specific to their tanks and more easily access their registration information.

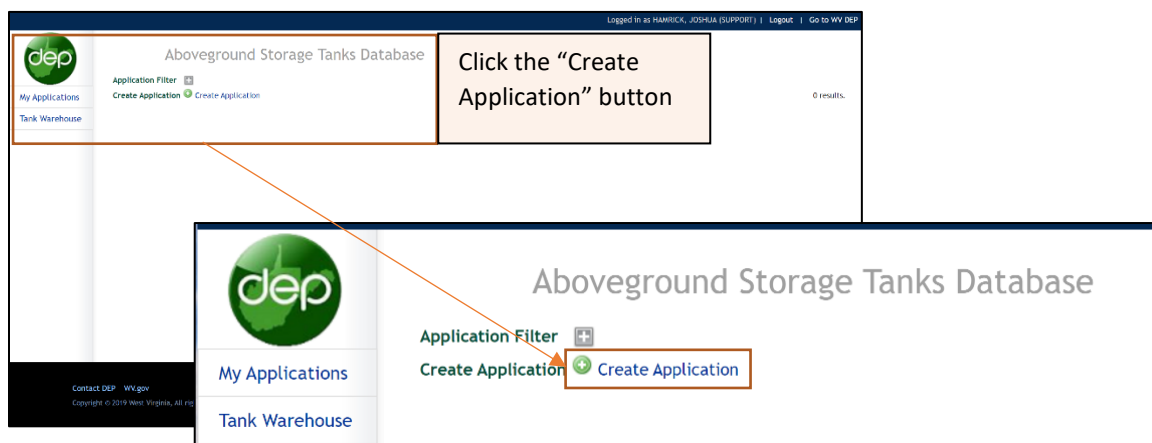
Table of Contents

<u>Creating a Registration Modification Applications</u>	4
<u>Navigating the Modification Application Screen</u>	5
<u>Navigating the Facility Tab</u>	6
<u>Navigating the Landowner Tab</u>	7
<u>Navigating the Tanks Tab</u>	9
<u>Tank Section 1 – Tank Description</u>	11
<u>Tank Section 2 – Tank Exceptions and Exemptions</u>	11
<u>Tank Section 3 – Tank Regulations</u>	12
<u>Tank Section 4 – Tank Construction</u>	12
<u>Tank Section 5 – Tank Compartments</u>	13
<u>Adding a Substance</u>	13
<u>Adding Additional Compartments</u>	14
<u>Claiming Confidentiality</u>	15
<u>Making Copies of Tanks</u>	16
<u>Application Certification and Submittal</u>	17
<u>Tracking Application Status</u>	18

Creating a Registration Modification Applications

[\[return to contents\]](#)

In this walkthrough, we will create and submit an AST Modification application. This application can be used to register new tanks, claim ownership of transferred tanks (see tank transfer instructions for claiming a tank), or modify existing tank attributes. Tanks on this application will be associated with the same facility, landowner, and operator. This walkthrough will focus on modifying existing tank information.



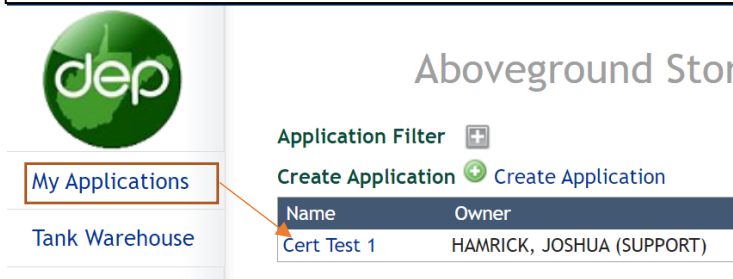
The New Application creation window will appear.

- Application Type** – Select AST Registration Modification 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 register tanks for multiple owners. Ensure you are selecting the intended owner.
- Choose the permit associated with the tank that needs modified.
- Click "OK" to create the application.

The 'New Application' window is shown with the following fields and values:

- a. Application Type: AST Registration Modification
- b. Application Name: Registration Test 1
- c. Owner: HAMRICK, JOSHUA (SUPPORT)
- d. Choose Permit: 2021-0000002 (river road - 4/4)
- e. OK button (highlighted)

The "My Applications" button can later be used to locate for previously created applications by searching for the owner assigned application name.



Navigating the Registration Modification Screen

[\[return to contents\]](#)

After the AST Modification application has been created, you will be directed to the below screen. You will notice multiple tabs. Each tab with a red Asterix (*) must be completed before the application can be submitted. Once a section is complete the red Asterix (*) will be removed, indicating that you may submit using the certification tab.

Facility

If the tank is not associated with a facility, you may enter home office information.

Landowner

Operator

Tanks

Doc. Upload

Certification

Sign and certify that the information provided is accurate.

DEP Review

DEP Review is used to track the progress of submitted applications.

[My Applications](#)
[Tank Warehouse](#)

Aboveground Storage Tanks Database

AST Registration Modification: Registration Test 1 | 2021-0000002 | HAMRICK, JOSHUA (SUPPORT) | river road (In Progress)

Facility
Landowner
Operator
Tanks *
Document Upload
Certification
DEP Review

Facility Name: river road

Address: 123 street

Address 2:

Zip Code: 24716 (Bud) Zip Code Reference

City: Bud

State: WV

Center of Facility: (Decimal Degrees, NAD83, 6 decimals) [View/Set Coordinates With Map](#)

Latitude: 38.86900110

Longitude: 81.06710100

GPS Source: Unknown

Is facility regulated under existing State or Federal Programs?
☐ Yes

Facility Regulations [Add Program](#)

NAICS [Add NAICS Industry](#)

Code	Description
324	Petroleum and Coal Products Manufacturing

Clicking on "My Applications" will direct the user back to the main page which contains a list of all previously created applications.

The Zip Code Reference button will direct the user to the USPS Zip Code Look Up site.

[Quick Tools](#)
[Send](#)
[Receive](#)
[Shop](#)
[Business](#)
[International](#)
[Help](#)

Look Up a ZIP Code™

By Address

Enter a corporate or residential street address, city, and state to see a specific ZIP Code™.

Find by Address

By City and State

Enter city and state to see all the ZIP Codes™ for that city.

Find by City & State

Cities by ZIP Code™

Enter a ZIP Code™ to see the cities it covers.

Find Cities by ZIP

Clicking on "Warehouse" will direct users to the AST warehouse. See the AST Warehouse guide for more information.

AST Warehouse Welcome HAMRICK, JOSHUA (SUPPORT)

Warehouse Last Refreshed 05/19/2021 9:00 PM List does not include Confidential Registrations.

[Reset Filter](#)
[Hide Filter](#)
[Download](#)
[More...](#)
[Refresh](#)
[Logout](#)

ZCC: All

Owner: Clear Minimum 3 characters

Ref Doc:

Substance: contains

SWPA: All

Level: All

Tank Label:

e.g. Crude Oil: 91235-21-1

ZPC: All

List of Lists: All

Mobile: All

Show Substances: No

Deregistered Tanks: No

Capacity From: 1320

Country: ALL

Has/Has No Spill Plan Since:

Special Regs: All

Capacity To:

Secondary Containment: All

Not Fit:

Status: All

Not Submitted:

Dating Year:

Enter search parameters and click the Search button

Navigating the Facility Tab

[\[return to contents\]](#)

Fill in the required information on all tabs. Notice that required information is indicated by a red Asterix (*). The red Asterix will be removed once information is entered, and the user navigates to a different tab. If the red Asterix remains on a tab after navigating to a new tab, then something was missed. The only required information on the modification form is found on the “Tanks” tab. Information on the other tabs can be modified, as necessary. If you are not changing the information on the facility, landowner, or operator tabs, skip to the tank tab instructions of this walkthrough.

dep Aboveground Storage Tanks Database

AST Registration Modification: Registration Test 1 | 2021-0000002 | HAMRICK, JOSHUA (SUPPORT) | river road (In Progress)

Facility Landowner Operator Tanks * Document Upload Certification DEP Review

Facility Name river road

Address 123 street

Address 2

Zip Code 24716 (Bud) Zip Code Reference

City Bud

State WV

Center of Facility: (Decimal Degrees, NAD83, 6 decimals) View/Set Coordinates With Map

Latitude 38.86900110

Longitude 81.06710100

GPS Source Unknown

Is facility regulated under existing State or Federal Programs?
☐ Yes

Facility Regulations Add Program

NAICS Add NAICS Industry

Code Description

324 Petroleum and Coal Products Manufacturing

Use the Coordinate link to select the facility location or enter the coordinates if known or collected onsite.

Click a location on the map and then click use coords.

The “Facility Regulations” link is used to inform the tanks program of other regulations/permits the facility is covered under.

If applicable, click the link and fillout the facility program fields.

Facility Program

Choose Program:

Document:

Comments:

Save Cancel

Click the NAICS link to open the NAICS search tool.

Use the NAICS search bar by typing in the industry code or a description of industry.

Click “Select” next to the NAICS code. The NAICS code will be entered into the application and the NAICS window will close.

NAICS

Search NAICS: petro Search

Try using search terms like petroleum, coal, or manufacturing.

Choose One	Code	Description
Select	21111	Crude Petroleum and Natural Gas Extraction
Select	324	Petroleum and Coal Products Manufacturing
Select	3241	Petroleum and Coal Products Manufacturing
Select	32411	Petroleum Refineries
Select	324110	Petroleum Refineries
Select	32419	Other Petroleum and Coal Products Manufacturing
Select	324191	Petroleum Lubricating Oil and Grease Manufacturing
Select	324199	All Other Petroleum and Coal Products Manufacturing
Select	32511	Petrochemical Manufacturing
Select	325110	Petrochemical Manufacturing
Select	4235	Metal and Mineral (except Petroleum) Merchant Wholesalers
Select	4247	Petroleum and Petroleum Products Merchant Wholesalers
Select	42471	Petroleum Bulk Stations and Terminals
Select	424710	Petroleum Bulk Stations and Terminals
Select	42472	Petroleum and Petroleum Products Merchant Wholesalers (except Bulk Stations and Terminals)
Select	424720	Petroleum and Petroleum Products Merchant Wholesalers (except Bulk Stations and Terminals)
Select	48691	Pipeline Transportation of Refined Petroleum Products
Select	486910	Pipeline Transportation of Refined Petroleum Products

Cancel

Navigating the Landowner Tab

[\[return to contents\]](#)

Click the “Add Landowner” in the landowner tab. If a landowner is unknown, click “Add Landowner” and select “Yes, but unknown”.

dep

Aboveground Storage Tanks Database

AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)

Facility Landowner * Operator * Tanks * Document Upload Certification DEP Review

Add Landowner * If a landowner is unknown, click Add Landowner and Select Yes, but unknown. *

Landowner

Landowner different than tank owner?

Yes
Yes, but unknown
No

Select “Yes” if the landowner is different. You will need to fill out the contact form and click “Save”. The new landowner information will be filled in as the contact. Navigate to the “Operator” tab.

Landowner

Landowner different than tank owner? Yes

Landowner
Email
Address
Address 2
City
State
Zip Code
Phone
Fax
Attention

Save Cancel

Select “Yes, but unknown” if the landowner is unknown. You will be directed to the previous screen and “Unknown” will be filled in as the contact. You can edit or delete this information by clicking “Edit” or “Delete” located to the right of the contact information. Navigate to the “Operator” tab.

AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)

Facility Landowner Operator * Tanks * Document Upload Certification DEP Review

Add Landowner If a landowner is unknown, click Add Landowner and Select Yes, but unknown.

Name	Address	
Unknown	Unknown,	Edit Delete

Select “No” if the landowner is the same as the tank owner. You will be directed to the previous screen and the tank owner will be filled in as the contact. You can edit or delete this information by clicking “Edit” or “Delete” located to the right of the contact information. Navigate to the “Operator” tab.

AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)

Facility Landowner Operator * Tanks * Document Upload Certification DEP Review

Add Landowner If a landowner is unknown, click Add Landowner and Select Yes, but unknown.

Name	Address	
HAMRICK, JOSHUA (SUPPORT)	601 57TH ST SE, CHARLESTON, WV 25304	Edit Delete

Navigating the Operator Tab

[\[return to contents\]](#)

Use the radio buttons to answer the operator question.

The screenshot shows the 'Aboveground Storage Tanks Database' interface. The main header is 'AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)'. Below this are tabs for 'Facility', 'Landowner', 'Operator *', 'Tanks *', 'Document Upload', 'Certification', and 'DEP Review'. The 'Operator *' tab is selected. Below the tabs is a question: 'Is the operator the same as the owner?' with two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected.

This screenshot shows the 'AST New Registration' form with the 'Operator *' tab selected. The 'Add Operator' button is highlighted with a red box.

Click "Add Operator" to open the operator search tool.

Search for the operator by using the search bar.

Click "Select" next to the operator or click "Request new operator?"

The 'Operator' search tool is shown. It has a search bar with 'smith' entered and a 'Search' button. Below the search bar is a table with two columns: 'Choose One' and 'Description'. The table lists several operators, each with a 'Select' button next to it. At the bottom of the table is a 'Request new operator?' button and a 'Cancel' button.

If the operator cannot be found, click "Request new operator?".

Enter the new operator information in the operator information window and click "Save" and navigate to the "Tanks" tab.

The 'Operator' information form is shown. It has a title 'Enter Operator Information' and several input fields: 'Operator Name', 'Email', 'Address', 'Address 2', 'City', 'State', 'Zip Code', 'Phone', 'Fax', and 'Attention'. At the bottom right are 'Save' and 'Cancel' buttons.

Click the "Yes" radio button if the operator is the same as the tank owner and navigate to the "Tanks" tab. You can edit or delete this entry by using the links to the right of the entry.

The screenshot shows the 'AST New Registration' form with the 'Tanks *' tab selected. Below the tabs is a table with two columns: 'Name' and 'Address'. The table contains one entry: 'HAMRICK, JOSHUA (SUPPORT)' and '601 57TH ST SE, CHARLESTON, WV 25304'. To the right of the entry are two links: 'change address' and 'delete'.

Navigating the Tanks Tab

[\[return to contents\]](#)

In this walkthrough, we will use the “Choose Tank from Permit” button. For instruction on adding a new tank to this application, please refer to the “Add New Registration” walkthrough. If you are claiming a tank as part of a transfer, refer to the transfer walkthrough.

AST Registration Modification: Registration Test 1 | 2021-0000002 | HAMRICK, JOSHUA (SUPPORT) | river road (In Progress)

Facility Landowner Operator Tanks * Document Upload Certification DEP Review

Choose Tank From Permit * Add New Tank Claim Tank(s) From Previous Owner

Please reference the “Add New Registration” walkthrough for further guidance.

The “Claim Tank(s)” button is used to claim tanks released by owners for transfer. Please refer to the AST transfer walkthrough to learn more about releasing and claiming tanks/transfers.

Claim Tanks

Search All Tanks 2654 tanks.

Search	Facility	Tank Owner	Owner Tank Id	Tank Reg Number	Substances	Capacity	Current Contact
<input type="checkbox"/>	Huber Resources Inc.	HUBER RESOURCES, INC.	Geigh-1	001-0000090	Brine	4100	
<input type="checkbox"/>	Ketchum 1B	APP MOUNTAINEER PRODUCTION, LLC	1	001-0000185	Brine	4200	
<input type="checkbox"/>	Mountain V Oil & Gas, Inc.	MOUNTAIN V OIL & GAS, INC.	WV0001-T1	001-0000202	Brine	2100	
<input type="checkbox"/>	Mountain V Oil & Gas, Inc.	MOUNTAIN V OIL & GAS, INC.	WV0009-T1	001-0000285	Brine	2100	
<input type="checkbox"/>	Mountain V Oil & Gas, Inc.	MOUNTAIN V OIL & GAS, INC.	WV0004-T1	001-0000288	Brine	4200	
<input type="checkbox"/>	Geo Energy - Barber County	GEO ENERGY, LLC	Princ2	001-0000030	Crude oil	4100	
<input type="checkbox"/>	Geo Energy - Barber County	GEO ENERGY, LLC	Thames/Clovergreen1	001-0000531	Crude oil	4200	
<input type="checkbox"/>	HMS Resources, Inc.	HMS RESOURCES, INC.	001-02560-1	001-0000542	Sodium chloride (NaCl)	4100	
<input type="checkbox"/>	Coal Quest 2 Well Location	APP MOUNTAINEER PRODUCTION, LLC	2A	001-0000599	Brine	4200	
<input type="checkbox"/>	Coal Quest 6	APP MOUNTAINEER PRODUCTION, LLC	6A	001-0000570	Brine	4200	

Check All Save Selections Cancel

Click “Choose Tank from Permit” to access all tanks registered to the owner. Click on the “?” to see a description of how to use the various filters of the tank selection screen. Click “Search” and locate the tank to be modified. Click the checkbox next to the tank and click “Save Selection”. You will be redirected to the main page of the application.

Select Tanks

Search All Tanks 3 tanks.

Search	Facility	Tank Owner	Owner Tank Id	Tank Reg Number	Substances	Capacity	Current Contact
<input type="checkbox"/>	river road	HAMRICK, JOSHUA (SUPPORT)	ZPC Tank	040-00001046	Brine(Brine, oil and gas), Crude oil(Crude oil)	4200	
<input type="checkbox"/>	river road	HAMRICK, JOSHUA (SUPPORT)	ZPC lofi	040-00001047	Brines, bittern	4200	
<input type="checkbox"/>	river road	HAMRICK, JOSHUA (SUPPORT)	ZPC >50k	040-00001048	Condensates (petroleum), vacuum tower	670000	

Check All Save Selections Cancel

The selected tank should now appear on the tank list section of the main page of the application. Click on the tank name to proceed with the modification. You can use the “Delete” button located to the right of the tank entry to remove a tank from the list if necessary.

AST Registration Modification: Registration Test 1 | 2021-0000002 | HAMRICK, JOSHUA (SUPPORT) | river road (In Progress)

Facility Landowner Operator Tanks Document Upload * Certification DEP Review

Choose Tank From Permit Add New Tank Claim Tank(s) From Previous Owner Create Copies of Tank

Tank Name	Tank Label	Status	Substance	Tank Material	Date Installed	Action	Application Status	
ZPC Tank	040-00001046	Currently in use	Brine(Brine, oil and gas), Crude oil(Crude oil)	Steel	01/1901	Modified	Complete	Delete

Click save tank at any time. Navigating to a new tab will automatically save informatio entered into the application..

dep Aboveground Storage Tanks Database

AST Registration Modification: Registration Test 1 | 2021-0000002 | HAMRICK, JOSHUA (SUPPORT) | river road (In Progress)

Facility Landowner Operator Tanks Document Upload Certification DEP Review

Save Tank Cancel

I. Tank Description (ZPC Tank)
II. Tank Exemptions and Exceptions
III. Tank Regulations
IV. Tank Construction
V. Compartments (ZPC Tank)

Save Tank Cancel

The form should now be populated with all tank attribute previously provided to the DEP. Navigate to the section that contains the tank attributes that require modification/updates.

Each section is expandable.
Click on the “+” or “-” button to expand or collapse the sections as needed.

dep Aboveground Storage Tanks Database

AST Registration Modification: Registration Test 1 | 2021-0000002 | HAMRICK, JOSHUA (SUPPORT) | river road (In Progress)

Facility Landowner Operator Tanks Document Upload Certification DEP Review

Save Tank Cancel

I. Tank Description (ZPC Tank)

Tank Registration Number
040-00001046

1. Owner Assigned Tank ID (You can use numbers, letters, periods, hyphens)
ZPC Tank

2. Date of Installation (month/year: MM/YYYY):
01/1901 estimated? ☒

3. Year Tank Constructed (year: YYYY)
1900 estimated? ☒

4. Coordinates of Tank Center: View/Set Coordinates With Map
Latitude Longitude
38.5851011 82.002101

5. Is tank associated with production of oil and gas at a well?
☐ Yes ☒ No

5.a. If yes, what type of well?
5.b. Please provide the API number

II. Tank Exemptions and Exceptions
III. Tank Regulations
IV. Tank Construction
V. Compartments (ZPC Tank)

Save Tank Cancel

Section 1 – Tank Description

[\[return to contents\]](#)

I. Tank Description (New Tank) *

1. Owner Assigned Tank ID (You can use numbers, letters, periods, hyphens) *

2. Date of installation (month/year: MM/YYYY): * **Section 1**

estimated ?

3. Year Tank Constructed (year: YYYY) *

estimated?

4. Coordinates of Tank Center: * **View/Set Coordinates With Map**

Latitude *

Longitude *

5. Is tank associated with production of oil and gas at a well? *

Yes

No

5.a. If yes, what type of well? *

5.b. Please provide the API number *

Use the Coordinate link to select the tank location or enter the coordinates if known.

II. Tank Exemptions and Exceptions *

III. Tank Regulations *

IV. Tank Construction *

V. Compartments (New Tank) *

The application will use previously entered information to determine what following questions are required. For example, selecting “Yes” on question 5 will open 5.a and 5.b.

5. Is tank associated with production of oil and gas at a well? *

Yes

No

5.a. If yes, what type of well? *

5.b. Please provide the API number *

5. Is tank associated with production of oil and gas at a well? *

Yes

No

5.a. If yes, what type of well? *

5.b. Please provide the API number *

Section 2 – Tank Exemptions and Exceptions

Section 2 contains a list of available exemption. Use the radio button to select “Yes” or “No” to claim an exemption. Only one exemption can be claimed in questions four through six.

II. Tank Exemptions and Exceptions

1. Is the AST a mobile tank designed and constructed to be moved to other service locations and its relocation from site to site is inherent in its use?

Yes

No

2. Is the AST connected to stationary underground and/or aboveground piping or is the AST otherwise installed as a fixed component (i.e. AST on saddles, legs, stilts, rack, or cradle; placed in a vault or building, etc.) at the site?

Yes

No

3. Is the primary purpose of this AST to be leased or rented?

Yes

No

4. Does this AST have a capacity of 8820 gallons or less and contain brine water or other fluids produced in connection with hydrocarbon productions activities?

Yes

No

5. Does this AST have a capacity of 10,000 gallons or less and contain sodium chloride or calcium chloride water for roadway snow and ice pretreatment?

Yes

No

6. Does this tank contain water treatment chemicals used for maintaining compliance with NPDES permit effluent limits in treatment systems that are located at coal mining operation subject to 38 CSR 2F or 47 CSR 30?

Yes

No

11

[\[return to contents\]](#)

If the tank is not regulated under existing State or Federal programs other than The AST program, select “No”. Question two will not be required.

III. Tank Regulations

Add additional detail here and click "Save" located to the right of this box.

[\[return to contents\]](#)

A. Tank

1. Brand/Model (if known)
2. Tank Construction Material: *
3. Tank Support *
4. Tank Corrosion Protection *
5. Tank Walls *

V. Compartments (tank id 1) *

A. Compartment Information

1. Owner Assigned Compartment Name

1

2. Compartment Status

Currently in use

3. Capacity (gallons) *

8000

B. Substances

1. + Add Substance *

2. NFPA Rating (National Fire Protection Association) *

Clicking “Add Substance” will generate a window that is used to search for and add substances to the tank. You can search by substance name or CAS#. Use the search bar to identify the substance in the tank.

Selecting a substance will fill in the table. You can add comments, as necessary. Click “OK” once complete.

Substance

Search Search by Substance Name or CAS

CAS # 068515-08-2 : [Brines](#), bittern

Substance 7647-14-5: [Brine](#)(Brine, oil and gas)

Comments 8028-77-1: [Brine](#), oil and gas(Oil and gas [brine](#), O&G [brine](#), [Brine](#) solution)

OK Cancel

Substance

Search Search by Substance Name or CAS ID

CAS # 7647-14-5

Substance

Comments

OK Cancel

Substances added to the application will appear in a table below question one. Multiple substances can be added to the application by clicking “Add Substance” again. You may delete a substance by clicking “Delete” next to the substance comments.

B. Substances

1. + Add Substance

CAS #	Substance	Comments	
7647-14-5	Brine(Brine, oil and gas)	Salt, Crude, Water; very little crude.	Delete
008002-05-9	Crude oil(Crude oil)		Delete
008002-05-9	Petroleum distillates (naphtha)(Petroleum distillates (naphtha))		Delete

Adding Tank Compartments

[\[return to contents\]](#)

C. Piping

1. Piping Type *

2. Pipe Material *

3. Earliest Piping Installation Month/Year *

4. Pipe Corrosion Protection *

5. Piping Comments

Add New Compartment

The “Add New Compartment” tab is used if your tank is constructed with multiple compartments. Clicking the “Add New Compartment” button will create an additional compartment for the tank. You can skip this button and go to page 12 of this document if the tank does not have multiple compartments.

If the “Add Compartment” button is not prompting the display of the second compartment. Please navigate to a different Tab, “Landowner” for example, and then back to the “Tank” tab. You should now see the compartments and status of compartments as imaged below.

IV. Tank Construction

V. Compartments (tank id 1) *

Compartment	Capacity	Substance	Status	Application Status	
1	8000	Brine,Crude oil,Petroleum distillates (naphtha)	Currently in use	Incomplete *	delete
2			Currently in use	Incomplete *	delete

Click on the compartment to access the compartment and fill out all required information. “Complete” under application status indicates that all required information has been entered.

C. Piping

1. Piping Type *

2. Pipe Material *

3. Earliest Piping Installation Month/Year *

4. Pipe Corrosion Protection *

5. Piping Comments

Save Compartment

Cancel Compartment Changes

Enter all required information and then click “Save Compartment”. You will be directed back to the main section list of the tanks tab. If all information has been successfully entered, there will be no remaining red “*”

Check each tab (facility, landowner, operator, tanks) for a red “*”. A red Asterix indicates that there is missing information.

If there are no red asterix, then the application is complete and you may navigate to the certification tab to certify and submit the application

AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)

Facility Landowner Operator Tanks Document Upload * Certification DEP Review

Save Tank Cancel

I. Tank Description (tank id 1)

II. Tank Exemptions and Exceptions

III. Tank Regulations

IV. Tank Construction

V. Compartments (tank id 1)

Compartment	Capacity	Substance	Status	Application Status	
1	8000	Brine,Crude oil,Petroleum distillates (naphtha)	Currently in use	Complete	delete
2	10000	Tris(1-aziridinyl)phosphine Sulfide (Thiotepa)	Currently in use	Complete	delete

Save Tank Cancel

Claiming Confidentiality

[\[return to contents\]](#)

Questions three under section 5 is asking for any confidentiality claims. A confidentiality claim requires a document upload. Follow the below steps to claim confidentiality. If you are not claiming confidentiality, you may skip to page 13 of this document.

B. Substances

1. Add Substance

CAS #	Substance	Comments	
7647-14-5	Brine(Brine, oil and gas)	Salt, Crude, Water; very little crude.	Delete
008002-05-9	Crude oil(Crude oil)		Delete
008002-05-9	Petroleum distillates (naphtha)(Petroleum distillates (naphtha))		Delete

2. NFPA Rating (National Fire Protection Association)

2 

3. Are the contents of this tank considered confidential, protected, or a trade secret under a specific statute, regulation, permit, etc.?

☒ Yes ☐ No

If yes, you must attach appropriate documentation to the registration before you can submit.

Click on the “Document Upload” tab. This tab is used to upload documents request by the DEP or to upload supplementary information provided by tank owners. In this case, confidentiality documentation is required.

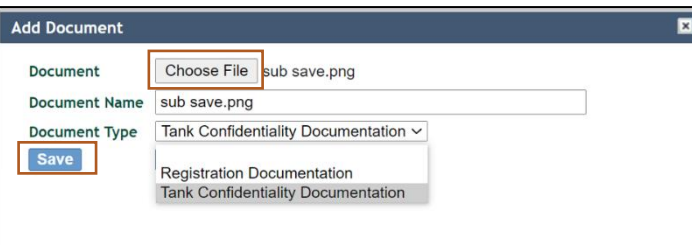
AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)

Facility Landowner Operator Tanks Document Upload * Certification DEP Review

Documents

 Add Document Tank confidentiality documentation is required. *

Click “Add Document” to open the document upload window. Click “Choose File” and locate the document on your PC then click the “Save” button to attach the document to the application.



The 'Add Document' window shows a 'Choose File' button next to the text 'sub save.png'. Below this, the 'Document Name' field contains 'sub save.png'. The 'Document Type' dropdown menu is open, showing 'Tank Confidentiality Documentation' as the selected option, with other options being 'Registration Documentation' and 'Tank Confidentiality Documentation'. A 'Save' button is highlighted with a red box.

Successfully uploaded documents will appear in the document list. Multiple documents can be uploaded by repeating the process. Click the document title to review the uploaded document. You can use the “delete” button to remove a document if necessary.

AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)

Facility Landowner Operator Tanks Document Upload Certification DEP Review

Documents

 Add Document

Document	Document Name	Document Type	Document Date	
5 substance.png	5 substance.png	Tank Confidentiality Documentation	5/20/2021 4:37:58 PM	delete

Making Copies of Tanks

[\[return to contents\]](#)

The screenshot shows the 'Aboveground Storage Tanks Database' interface. The header includes the DEP logo and the text 'AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)'. Below the header are tabs for Facility, Landowner, Operator, Tanks, Document Upload, Certification, and DEP Review. The 'Tanks' tab is active, showing a table with columns: Tank Name, Tank Label, Status, Substance, Tank Material, Date Installed, Action, and Application Status. A table row is visible for 'tank id 1' with status 'Currently in use'. The 'Create Copies of Tank' button is highlighted with an orange box, and an orange arrow points from it to the 'New Application' dialog box.

Copies of tanks can be created for tanks that have similar attributes. Clicking “Create Copies” will open a window which allows the selection of the tank to be duplicated as well as entry for the number of duplicates needed. Click “OK” to close the window and begin entering data for on the duplicated tanks.

Duplicated tanks will appear in the tanks list and will have a status of “incomplete”. Click the tank name and fill in any information that is marked with a red asterisk.

The 'New Application' dialog box is shown. It has a title bar with a close button. Inside, there are two fields: 'Tank to Copy' with a dropdown menu showing 'tank id 1' and 'Number of Copies' with a text input field containing '1'. At the bottom are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with an orange box.

The screenshot shows the 'Aboveground Storage Tanks Database' interface after creating a copy. The 'Tanks' tab is active, and the table now has two rows. The first row is 'tank id 1' with status 'Currently in use'. The second row is 'tank id 1_Copy_1' with status 'Currently in use'. The 'Application Status' column for the second row shows 'Incomplete' with a red asterisk. The 'Create Copies of Tank' button is still visible. An orange arrow points from the 'tank id 1_Copy_1' row to the 'New Application' dialog box.

Certification and Submittal

[\[return to contents\]](#)

Once the application is complete, certify that all information is accurate to your knowledge and submit the application.

Aboveground Storage Tanks Database

AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)

Facility Landowner Operator Tanks Document Upload Certification DEP Review

1. Review **Review Application** Please click 'Review Application' and check the generated pdf document for accuracy before continuing to steps 2 and 3.

2. 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

3. Submit Submitted by:

Click the "Review Application" button to generate a summary of the application.

AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility

Facility Landowner Operator Tanks Document Upload Certification DEP Review

1. Review **Review Application**

Document Name	Date Created
AST_New_Registration_Test Facility.pdf	5/20/2021

The summary PDF contains critical information for review. Capacity, substance, and location are critical in determining your tanks level determination.

TANK REGISTRATION SUMMARY

WV Department of Environmental Protection
Division of Water and Waste Management
Office of Environmental Enforcement / Tanks Unit

<https://dep.wv.gov/WWE/ee/tanks/ust/Pages/default.aspx>

This summary is for review purposes only. The tank owner is responsible for all information contained within the application. _____
get text from WV

Application Name: Test Application 123
Owner: HAMRICK, JOSHUA (SUPPORT)
601 57TH ST SE
CHARLESTON, WV 25304

Application Type: AST New Registration
Facility: Test Facility
123 Market Ave.
Matoaka, WV 24736

Tank Name	Tank Capacity	Substances	Secondary Containment	Facility Name	Tank Coordinates	County	Exemption
tank id 1	18,000	Brine(Brine, oil and gas), Crude oil(Crude oil), Petroleum distillates (naphtha)(Petroleum distillates (naphtha)), Tris(1-aziridinyl)phosphine Sulfide (Thiotepa)(Tris aziridinylphosphine Sulfide)	Dike	Test Facility	38.39818500, 81.07351200	Clay	

Certify that the information is correct to your knowledge, sign, date, and click submit.

Aboveground Storage Tanks Database

AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)

Facility Landowner Operator Tanks Document Upload Certification DEP Review

1. Review **Review Application**

Document Name	Date Created
AST_New_Registration_Test Facility.pdf	5/20/2021

2. 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: Joshua Hamrick
Title: ERS2

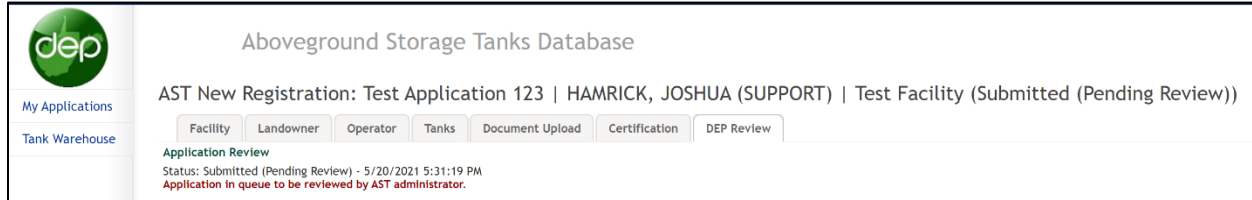
3. Submit **Submit**

An email will be delivered to the address we have on file as notice that the application has been received.

Tracking Application Progress

[\[return to contents\]](#)

The status of applications submitted to the DEP can be tracked by accessing the application and navigating to the “DEP Review” tab. Additionally, status updates will be delivered to the email addresses we have on file.



The screenshot shows a web interface for the "Aboveground Storage Tanks Database". On the left is a sidebar with the DEP logo and links for "My Applications" and "Tank Warehouse". The main header displays the title "Aboveground Storage Tanks Database" and the application title "AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (Submitted (Pending Review))". Below the header is a navigation bar with tabs: "Facility", "Landowner", "Operator", "Tanks", "Document Upload", "Certification", and "DEP Review", with "DEP Review" being the active tab. The "Application Review" section shows the status "Submitted (Pending Review) - 5/20/2021 5:31:19 PM" and a red message: "Application in queue to be reviewed by AST administrator."

At this point, the application is considered complete. It will be reviewed by the DEP and, if necessary sent back for additional information or correction. If the application is reviewed and approved, a notice will be sent to the email(s) we have on file. This email will contain a summary of the tank registration information including the nearest water intake and tank level determination.