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.

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Creating a Registration Modification Applications

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.

Click the "Create Application" button
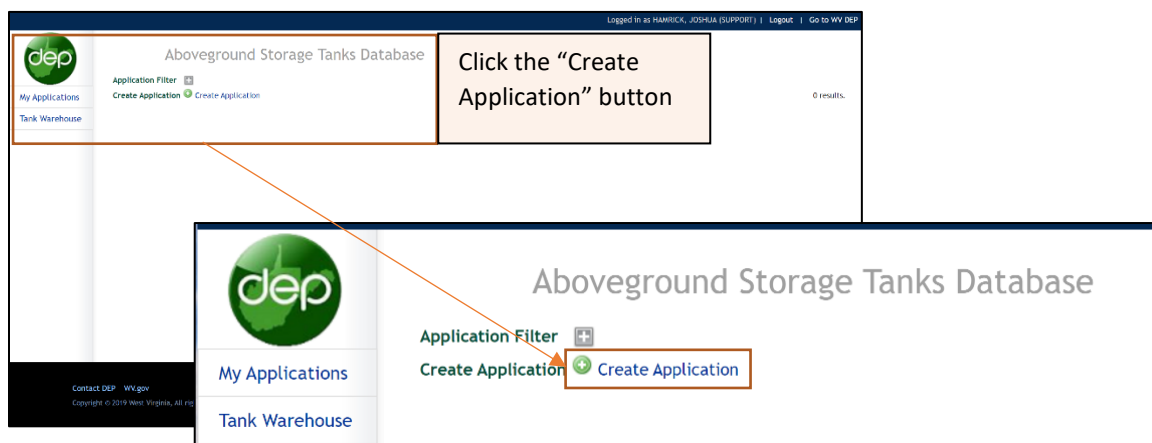
The New Application creation window will appear.

a. Application Type –
Select AST Registration Modification as the application type.

b. Application Name –
Fill in an application name. The name is created by the tank owner and can later be used to search for the application on the "My Applications" screen.

c. Owner –
Select the Owner. You may have user right to register tanks for multiple owners. Ensure you are selecting the intended owner.

d. Choose the permit associated with the tank that needs modified.

e. Click "OK" to create the application.

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

4
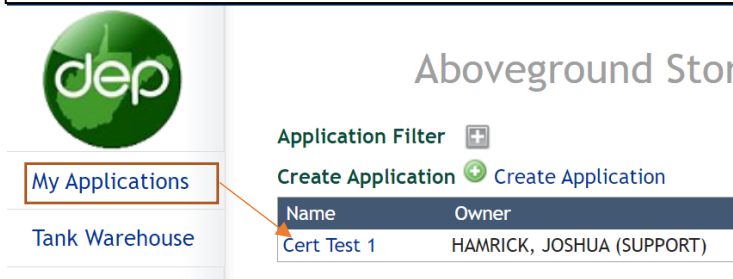
Navigating the Registration Modification Screen   [return to contents]

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.

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

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

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

Navigating the Facility Tab

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.

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.

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.

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".

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.

Select "Yes, but unknown" if the landowner is unknow. 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.

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.

Navigating the Operator Tab

Use the radio buttons to answer the operator question.

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?"

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.

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.

Navigating the Tanks Tab   [<u>return to contents</u>]

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.

Choose Tank	Facility	Tank Owner	Owner Tank Id	Tank Reg Number	Substances	Capacity	Current Contact
☐	Rubin Resources Inc.	RUBIN RESOURCES, INC.	Gough-1	001-00000060	Brine	4200	
☐	Ketchem 1B	ARP MOUNTAINEER PRODUCTION, LLC	1	001-00000185	Brine	4200	
☐	Mountain V Oil & Gas, Inc.	MOUNTAIN V OIL & GAS, INC.	WVL001-T1	001-00000282	Brine	2100	
☐	Mountain V Oil & Gas, Inc.	MOUNTAIN V OIL & GAS, INC.	WVL009-T1	001-00000285	Brine	2100	
☐	Mountain V Oil & Gas, Inc.	MOUNTAIN V OIL & GAS, INC.	WVL004-T1	001-00000288	Brine	4200	
☐	Geo Energy - Barbour County	GEO ENERGY, LLC	Price2	001-00000530	Crude oil	4200	
☐	Geo Energy - Barbour County	GEO ENERGY, LLC	ThomasCleavenger1	001-00000531	Crude oil	4200	
☐	HMS Resources, Inc.	HMS RESOURCES, INC.	001-02560-1	001-00000542	Sodium chloride (NaCl)	4200	
☐	Coal Quest 2 Well Location	ARP MOUNTAINEER PRODUCTION, LLC	2A	001-00000569	Brine	4200	
☐	Coal Quest 6	ARP MOUNTAINEER PRODUCTION, LLC	6A	001-00000570	Brine	4200	

☐ Check All

1 2 3 4 5 6 7 8 9 10 ...

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.

Choose Tank	Facility	Tank Owner	Owner Tank Id	Tank Reg Number	Substances	Capacity	Current Contact
☐	river road	HAMRICK, JOSHUA (SUPPORT)	ZPC Tank	040-00001046	Brine(Brine, oil and gas), Crude oil(Crude oil)	4200	
☐	river road	HAMRICK, JOSHUA (SUPPORT)	ZPC lofl	040-00001047	Brines, bittern	4200	
☐	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..

Aboveground Storage Tanks Database

My Applications

Tank Warehouse

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.

Aboveground Storage Tanks Database

My Applications

Tank Warehouse

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

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Section 1 – Tank Description

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): *
   __/____ estimated ? ☐

Section 1

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? *
   [dropdown ▽]

   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

Question	Yes	No
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?	○	○
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?	○	○
3. Is the primary purpose of this AST to be leased or rented?	○	○
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?	○	◉
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?	○	○
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?	○	○

Section 3 – Tank Regulations

I. Tank Description (tank id 1)
II. Tank Exemptions and Exceptions
III. Tank Regulations
1. Is Tank regulated under existing State or Federal Programs? Enter programs (in 2 below) when selecting yes.
○ Yes   ⦿ No
2. Tank Programs
IV. Tank Construction *
V. Compartments (tank id 1) *

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.

Selecting "Yes" will open question two. Click "Add Program" and fill out the table. You must click "Save" once the table has been completed.

III. Tank Regulations

1. Is Tank regulated under existing State or Federal Programs? Enter programs (in 2 below) when selecting yes.

⦿ Yes   ○ No

2. Tank Programs
⊕ Add Program *

Program Name	Document	Regulatory Requirements	
NPDES	12345	Add additional detail here and click "Save" located to the right of this box.	Save Cancel

Sections 4 – Tank Construction

Fill out all sections marked with a red astrix "*". Some fields such as piping information may be blank by default. This is because the information was not collected by the DEP in the past.

I. Tank Description (tank id 1)
II. Tank Exemptions and Exceptions
III. Tank Regulations
IV. Tank Construction *

A. Tank
1. Brand/Model (if known)
[ ]

2. Tank Construction Material: *
[▾]

3. Tank Support *
[▾]

4. Tank Corrosion Protection *
[▾]

5. Tank Walls *
[▾]

Sections 5 – Compartments

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	brine	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	Brine	Search by Substance Name or CAS ID
CAS #	7647-14-5	
Substance		
Comments	Salt, Crude, Water; very little crude.	

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

C. Piping

1. Piping Type *

[dropdown]

2. Pipe Material *

☐ Steel
☐ Stainless Steel
☐ Fiberglass Coated Steel
☐ Plastic
☐ Fiberglass Reinforced Plastic

3. Earliest Piping Installation Month/Year *

[   ] estimated? ☐

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) *						
⊕ Add Compartment						
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 *

[No Piping]

2. Pipe Material *

☐ Steel
☐ Stainless Steel
☐ Fiberglass Coated Steel
☐ Plastic
☐ Fiberglass Reinforced Plastic

3. Earliest Piping Installation Month/Year *

[   ] estimated? ☐

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 astrix, then the application is complete and you may navigate to the certification tab to certify and submit the application
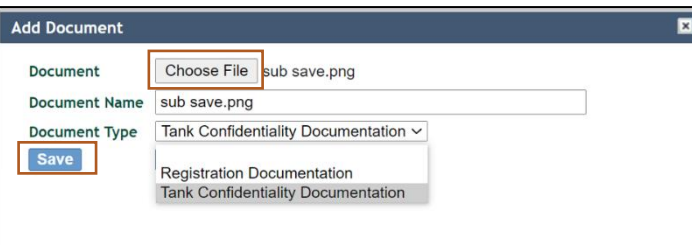
AST New Registration: Test Application 123 | HAMRICK, JOSHUA (SUPPORT) | Test Facility (In Progress)

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)

⊕ Add Compartment

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

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Claiming Confidentiality [<u>return to contents</u>]

> 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.

Add Document

Document	Choose File sub save.png
Document Name	sub save.png
Document Type	Tank Confidentiality Documentation ⌄

Save

Registration Documentation
Tank Confidentiality Documentation

> 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

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 astrix.

Certification and Submittal   [<u>return to contents</u>]

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

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

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

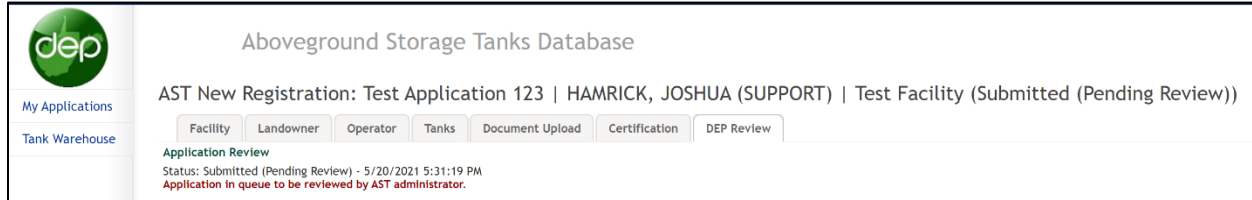| Certify that the information is correct to your knowledge, sign, date, and click submit. | |

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.

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.