

Underground Storage Tank New and Amended Facility Notification Instructions



A guide to assist in registering and amending Underground Storage Tank facility information.

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Facility Notification Application

This application is used to register a new Underground Storage Tank (UST) facility, including UST, piping, and dispensers. Upon submission, a unique facility ID will be generated. All USTs at the facility will be linked to this ID, along with the designated owner and operator. To add tanks to an existing facility, use the Amended Facility Notification application.

Click the “Create Notification” icon or link to create a New Facility Notification application.

A new notification pop-up window will appear.

- Select “New Facility Notification” as the type
- Type a Notification Name of your choice
- Select the owner as the applicant.

The screenshot shows the DEP Underground Storage Tanks Database interface. On the left, there are navigation links for 'My Facilities' and 'My UST Notifications'. The main area displays a table of notifications with columns for Name, Owner Name, Facility Name, Type, Created Date, Date Submitted, Signed Date, and Status. A 'Create Notification' link is highlighted with a red box, and an arrow points to a 'New Notification' pop-up window. The pop-up window contains the following fields:

- Notification Type:** New Facility Notification (dropdown)
- Notification Name:** Southern WV Facility (text input)
- Applicant:** ABC Company, Inc (dropdown)

Buttons for 'OK' and 'Cancel' are at the bottom of the pop-up window.

The “New Facility Notification” application has been successfully created.

At the top of the application, you will see several tabs, including Facility, Tanks, Dispensers, Documents, and Certification. Each tab must be completed before submission.

Fields and tabs marked with a red Asterisk (*) are required. The application cannot be submitted until all required fields are complete.

The screenshot shows the DEP Underground Storage Tanks Database interface for a 'New Facility Notification' application. The title bar indicates 'New Facility Notification | Southern WV Facility | (In Progress)'. There are tabs for 'Facility *', 'Tanks', 'Dispensers', 'Documents', 'Certification', and 'DEP Review'. The 'Facility' tab is selected and marked with a red asterisk. The form is divided into sections:

- I. Ownership Information:** Includes an 'Add Owner' link and a 'Type of Owner' dropdown. A 'Save' button is present.
- II. Facility Information:** Includes fields for 'Facility Name', 'Facility Phone', '911 Facility Address' (with a 'Validate Address...' link), 'Facility Id', 'Facility Zip', 'Facility City', 'Facility State', 'Facility Latitude' (with a 'Geocode...' link), 'Facility Longitude' (with a 'View/Set Coordinates With Map' link), and 'Lat/Lon Collection Method' (dropdown). A 'Save' button is present.
- III. Operator Information:** A section header with a horizontal line below it.
- IV. Contact Person In Charge of Tanks:** A section header with a horizontal line below it.

Facility Information

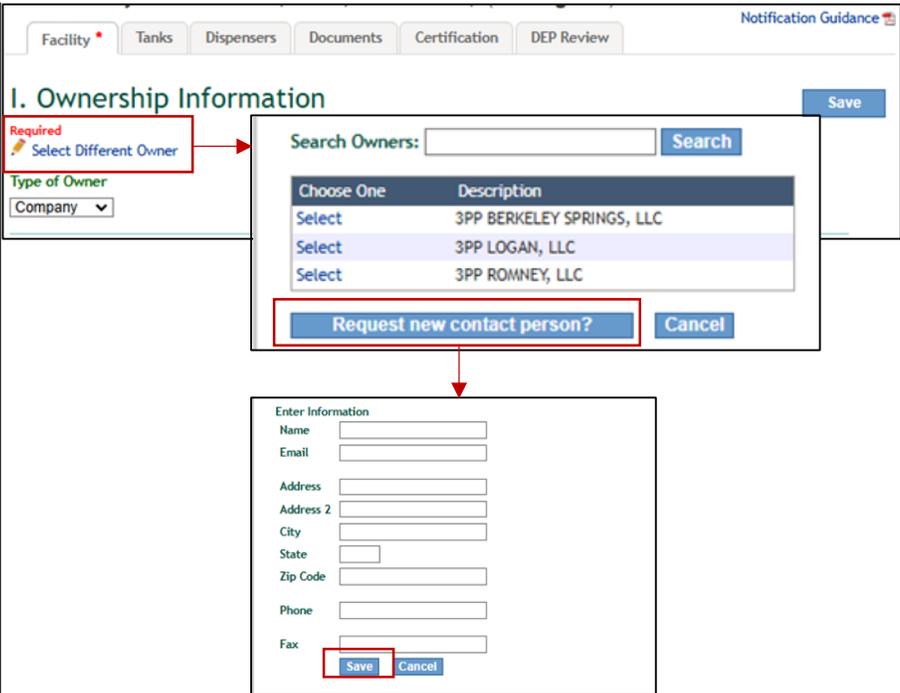
After logging in, you will be directed to the Facility section of the application. Four sections will need to be completed.

I. Ownership Information

Click "Select Different Owner" to use the search tool. If you own existing USTs, search by name to select from a preexisting list.

Click "Request New Contact Person?" to add a new contact. Complete the generated fields before saving.

Once ownership information is complete, select the appropriate owner type from the dropdown list



The screenshot shows the "I. Ownership Information" section of the application. It includes a "Required Select Different Owner" button, a "Type of Owner" dropdown menu set to "Company", and a "Search Owners" search box. A search results table is displayed with the following data:

Choose One	Description
Select	3PP BERKELEY SPRINGS, LLC
Select	3PP LOGAN, LLC
Select	3PP ROMNEY, LLC

Below the search results is a "Request new contact person?" button and a "Cancel" button. A red arrow points from the "Request new contact person?" button to the "Enter Information" form below.

The "Enter Information" form contains the following fields:

- Name
- Email
- Address
- Address 2
- City
- State
- Zip Code
- Phone
- Fax

At the bottom of the form are "Save" and "Cancel" buttons.

The complete ownership details and owner type will be displayed. Use the link to the right to edit or delete as needed.



The screenshot shows the "I. Ownership Information" section of the application. It includes a "Select Different Owner" button, a "Type of Owner" dropdown menu set to "Company", and a table displaying the complete ownership details. The table has the following data:

Name	Address	Email/Phone	Status	
John Smith	601 57th St SE Charleston, WV 25314	JohnSmith@gmail.com 304-926-0440	Active	edit address delete

Below the table is a "Select Different Owner" button and a "Type of Owner" dropdown menu set to "Company".

- III. Operator Information
- IV. Contact Person in Charge

Click the link to enter the operator or contact details. In the pop-up, select “Yes” for “Same as Owner” or “No” to enter new details as done in section 1. Refer to Section 1 for instructions on entering existing or new contact details.

III. Operator Information

Name	Address	Email/Phone	Status	
Same As Owner			Active	delete

[Select Different Operator](#)

IV. Contact Person In Charge of Tanks

Name	Address	Email/Phone	Status	
Same As Owner			Active	delete

[Select Different Contact](#)

[Save](#)

Fields marked with a red asterisk or red text are required to submit the application. Once the facility information is complete, click “Save” and then select the “Tanks” tab to continue.

Notification Guidance

Facility
Tanks
Dispensers
Documents
Certification
DEP Review

I. Ownership Information

[Save](#)

Name	Address	Email/Phone	Status	
John Smith	601 57th St SE Charleston, WV 25314	JohnSmith@gmail.com 304-926-0440	Active	edit address delete

[Select Different Owner](#)

Type of Owner

II. Facility Information

Facility Name

911 Facility Address Validate Address...

Facility Zip

Facility Latitude Geocode...

Facility Phone

Facility Id

Facility City

Facility Longitude View/Set Coordinates With Map

Facility State

Lat/Lon Collection Method

III. Operator Information

Name	Address	Email/Phone	Status	
Same As Owner			Active	delete

[Select Different Operator](#)

IV. Contact Person In Charge of Tanks

Name	Address	Email/Phone	Status	
Same As Owner			Active	delete

[Select Different Contact](#)

[Save](#)

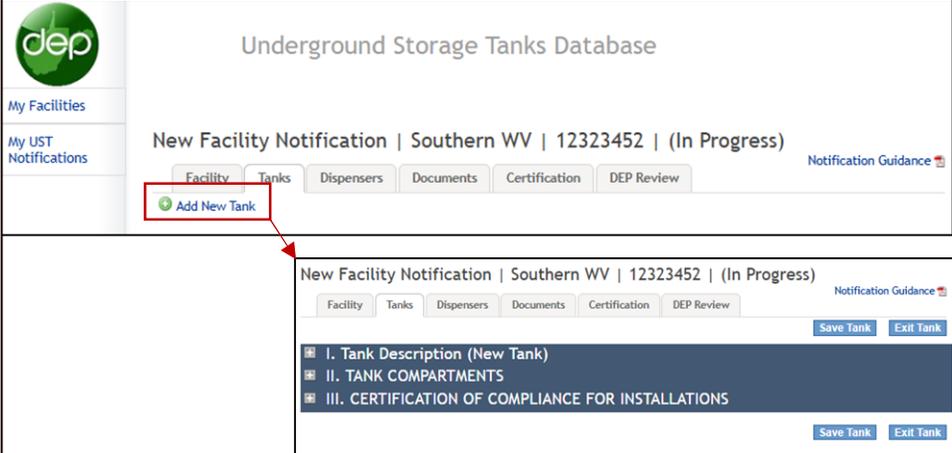
Tank Information

After completing the Facility tab, proceed to the Tanks tab to enter UST information

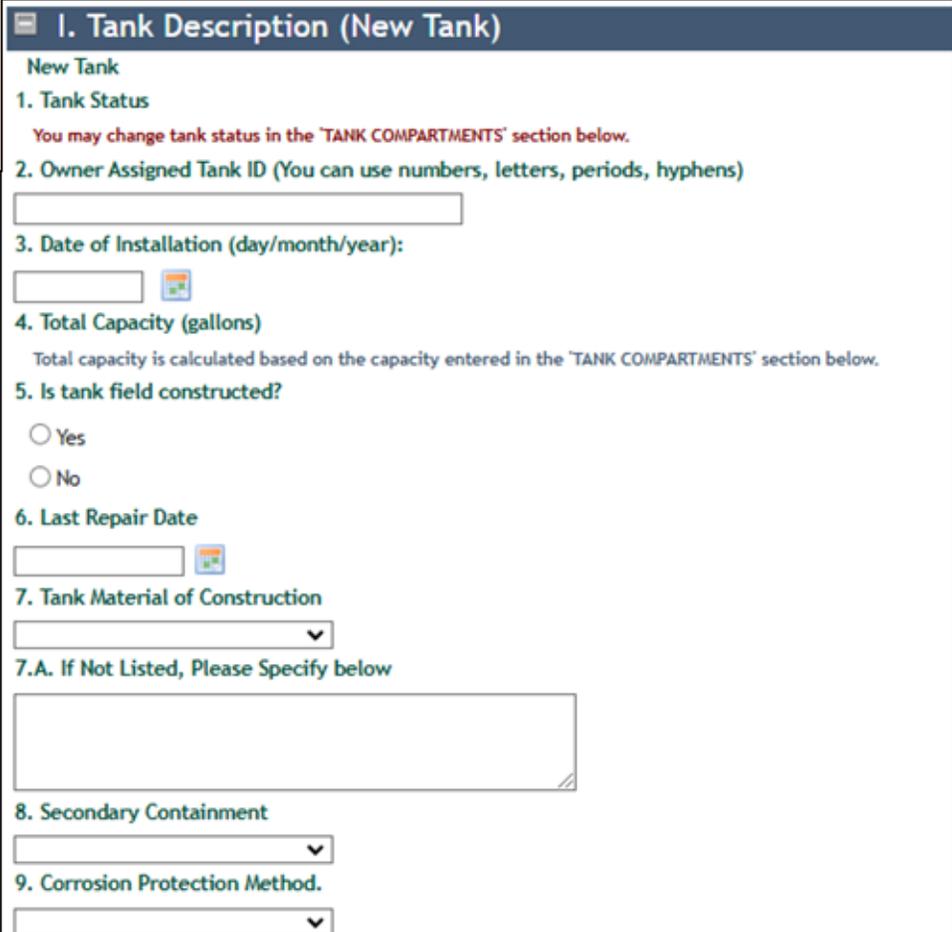
1. Adding a New Tank:

Click the “Add New Tank” to start.

A new screen with three sections appears: Tank Description, Tank Compartments, and Certification for Compliance for Installations.



Expand section 1 by clicking the “+” sign, and complete all required fields.



2. Tank Information:

Expand section 2 and enter tank compartment details.

II. TANK COMPARTMENTS

Compartment Information

1. Compartment Number
new compartment
2. Compartment Status
Currently In Use
3. Capacity (gallons) If this is a multi-compartment tank, enter the capacity for this compartment only.
4. Tanks Manifold
 Yes
 No
5. Overfill Protection Device
6. Spill Prevention
- 6.A. Spill Bucket Capacity (gallons)
7. Primary Tank Release Detection

Complete the substance stored information.

Question 2 is only required for hazardous substances Use the “+” sign and enter the chemical registry number (CAS) or name.

SUBSTANCE STORED

1. Substance Currently or Last Stored in Greatest Quantity by Volume
- 1.A. If 'Not Listed': Please specify name. Also specify any hazardous substance(s), mixture of substances, and describe fuel content - low sulfur, unleaded, % of ethanol, etc.
2. CAS CERCLA
CAS Number/CERCLA Name

Search CAS Numbers

CAS Number or Chemical Name:
Diesel

ID	Chemical Description
68334305	Diesel - Diesel Fuel

3. Piping Information

Complete Questions 1-12.

PIPING

1. Date Installed/Completely Replaced
 Required
2. Last Repair Date
3. Number of STPs
 Required
4. Number of Piping Runs
 Required

PIPING ATTRIBUTES

5. Piping Material
 Required

4. Closure or Service Change (if applicable)

<p>Answer questions 1:</p> <ul style="list-style-type: none"> Yes: Fill in required fields No: Skip (section will become unfillable) 	<div style="background-color: #3f51b5; color: white; padding: 5px; text-align: center;">CLOSURE OR CHANGE IN SERVICE INFORMATION</div> <p>1. Are you closing this tank or changing its service?</p> <p><input type="radio"/> Yes Required</p> <p><input type="radio"/> No</p> <p>2. Type of closure / change in service</p> <p><input type="text" value=""/> Required</p>
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5. Certification of Compliance for Installations

<p>Complete questions 1 through 6 of the Closure or Change in Service information and click "Save Tank".</p>	<div style="background-color: #3f51b5; color: white; padding: 5px; text-align: center;">III. CERTIFICATION OF COMPLIANCE FOR INSTALLATIONS</div> <p>1. Installer is certified by tank & piping manufacturer</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>2. Installer is certified by the WVDEP</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>
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6. Adding Compartments

<p>Additional tank compartments may be added by clicking the "Add Another Compartment" Button in section 2.</p> <p>A separate entry within the Tank Compartments section will now be available. Click the "Modify" link to open and complete the section.</p>	<div style="background-color: #3f51b5; color: white; padding: 5px; text-align: center;">II. TANK COMPARTMENTS</div> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <div style="text-align: right; border: 1px solid red; padding: 2px;">Add Another Compartment</div> <p style="color: #00796b; font-weight: bold;">Compartment Information</p> <p>1. Compartment Number</p> <p>1</p> </div> <div style="background-color: #3f51b5; color: white; padding: 5px; text-align: center;">II. TANK COMPARTMENTS</div> <p style="color: green; font-size: small;">+ Add Compartment</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr style="background-color: #e0e0e0;"> <th>Compartment</th> <th>Capacity</th> <th>Status</th> <th>Application Status</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>2</td> <td></td> <td>Currently In Use</td> <td style="color: red;">Incomplete</td> <td>added</td> <td>modify</td> <td>delete</td> </tr> <tr> <td>1</td> <td>1000</td> <td>Currently In Use</td> <td>Complete</td> <td>added</td> <td>modify</td> <td>delete</td> </tr> </tbody> </table>	Compartment	Capacity	Status	Application Status				2		Currently In Use	Incomplete	added	modify	delete	1	1000	Currently In Use	Complete	added	modify	delete
Compartment	Capacity	Status	Application Status																			
2		Currently In Use	Incomplete	added	modify	delete																
1	1000	Currently In Use	Complete	added	modify	delete																

7. Additional or Copied Tanks

<p>Once all compartments are complete, the tank appears in your inventory.</p> <p>Add more tanks or copy similar ones to reduce data entry</p> <p>Proceed to the Dispensers tank.</p>	<div style="background-color: #3f51b5; color: white; padding: 5px; text-align: center;">New Facility Notification Southern WV 12323452 (In Progress)</div> <div style="display: flex; justify-content: space-between; font-size: small;"> Facility Tanks Dispensers Documents Certification DEP Review Notification Guidance </div> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> + Add New Tank Create Copies of Tank </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #3f51b5; color: white;"> <th>Tank Name</th> <th>Tank Status</th> <th>Substances</th> <th>Compartments</th> <th>Tank Material</th> <th>Date Installed</th> <th>Application Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>Tank1</td> <td>Currently In Use</td> <td>Diesel-onroad</td> <td>1</td> <td>Not Listed</td> <td>03/03/2025</td> <td>Complete</td> <td style="text-align: right;">/Modify/Close Delete</td> </tr> </tbody> </table> </div>	Tank Name	Tank Status	Substances	Compartments	Tank Material	Date Installed	Application Status		Tank1	Currently In Use	Diesel-onroad	1	Not Listed	03/03/2025	Complete	/Modify/Close Delete
Tank Name	Tank Status	Substances	Compartments	Tank Material	Date Installed	Application Status											
Tank1	Currently In Use	Diesel-onroad	1	Not Listed	03/03/2025	Complete	/Modify/Close Delete										

Dispensers Information

1. Add a New Dispenser

Click the green “+” next to Dispensers.

Complete all required Dispenser fields.

To connect the dispenser to tanks or compartments, click the green “+” next to Piping Connected Compartments.

Underground Storage Tanks Database

New Facility Notification | Southern WV | 12323452 | (In Progress)

Facility Tanks **Dispensers** Documents Certification DEP Review

Add/Edit Dispenser

Description: Installed after 4/11/2016: Install Date: Removal Date:

UDC Containment

UDC Containment: Containment Test Date: UDC Monitor Type: UDC Sensor Test Date:

Corrosion Protection

UDC Material: Metal components in contact with soil: Flex Conn. Fittings CP Type: Components Protected:

Connections

Piping Connected Compartments +

A new screen will appear, Select the tanks to be connected and click “Save”

Choose Compartments Connected To Dispenser: sd

Dispenser sd

Compartments

Tank #Tank1_Copy_2 - Compartment #1 Diesel-onroad (1000 gals)

Tank #Tank1_Copy_1 - Compartment #1 Diesel-onroad (1000 gals)

Tank #1 - Compartment #1 Diesel-onroad (1000 gals)

The Connections section will display the linked tanks or compartments.

Click “Save” again to finalize.

Connections

Piping Connected Compartments +

Compartment	Unlink From Dispenser
Tank #Tank1_Copy_2 - Compartment #1 Diesel-onroad (1000 gals)	<input type="button" value="Unlink"/>
Tank #Tank1_Copy_1 - Compartment #1 Diesel-onroad (1000 gals)	<input type="button" value="Unlink"/>

The dispensers will now appear in your inventory.

Repeat these steps to add more dispensers.

Proceed to the “Documents” tab.

New Facility Notification | Southern WV | 12323452 | (In Progress)

Facility Tanks Dispensers Documents Certification DEP Review

Dispensers +

Local Description	UDC Containment	Flex Connector CP Type	Connected Tanks	Install Date	Removal Date	Delete
DIS1						<input type="button" value="Delete"/>
DIS2						<input type="button" value="Delete"/>
DIS3						<input type="button" value="Delete"/>
DIS4						<input type="button" value="Delete"/>

Uploading Documents

The following documents must be uploaded: (Insert List).

1. Uploading Required Documents

This tab is used to upload documents that are required for your application. It may also be used when the DEP requests documents during the review process.

New Facility Notification | [Notification Guidance](#)

Facility Tanks Dispensers **Documents** Certification DEP Review

Instructions
Click 'Add Document' below to attach any documentation required for your notification.
Choose a document type and then click 'browse' to locate the document on your system.

Documents [Add Document](#)

- Click “Add Document” to open the upload window.
- Select “Document Type” from the dropdown menu.
- Click “Choose File”, locate your document, and select it.
- Name the document and click “Save”

Multiple documents may be uploaded using this method.

Add Document

Document Type
Choose Document
[Choose File](#) No file chosen
Document Name
[Save](#)

- Closure Inspection Report
- Deed
- Financial Responsibility Document
- Inspection Evaluation Report
- Inspection Report
- Lease Agreement
- Manufacturer Checklist
- On-site Photo
- Site Diagram
- Submittal Review PDF
- Other

2. Managing Uploaded Documents.

- Successfully uploaded documents will appear in the Documents tab.
- To upload multiple documents, repeat the process.
- Use the options next to each file to edit, view, or delete as needed.
- Proceed to the Certification tab.

Instructions
Click 'Add Document' below to attach any documentation required for your notification.
Choose a document type and then click 'browse' to locate the document on your system.

Documents [Add Document](#)

Document Name	Document Type	Document Date	
vbnvbnv.png	Financial Responsibility Document	02/26/2025	edit view delete

Application Certification

This tab will be used to finalize and submit your application for review.

The screenshot shows the 'Underground Storage Tanks Database' interface. On the left is a sidebar with 'My Facilities' and 'My UST Notifications'. The main area has a navigation bar with tabs for 'Facility', 'Tanks', 'Dispensers', 'Documents', 'Certification', and 'DEP Review'. The 'Certification' tab is highlighted with a red box. Below the navigation bar, there are three steps: 1. Review, 2. Certify, and 3. Submit. Step 1 includes a 'Review Application' button (highlighted with a red box) and a red instruction: 'Please click 'Review Application' and check the generated pdf document for accuracy before continuing to steps 2 and 3.' Step 2 includes a checkbox for certification, a red instruction: '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.', and input fields for 'Name' and 'Title'. Step 3 includes a 'Submitted: by' label.

Click "Review Application", then "View" for a summary PDF.

This screenshot shows a table with two columns: 'Document Name' and 'Date Created'. The 'Review Application' button from the previous step is highlighted with a red box. The table contains one row with the document name 'Notification_Preview.pdf' and the date '2/26/2025'. A 'View' button is highlighted with a red box at the end of the row.

Document Name	Date Created
Notification_Preview.pdf	2/26/2025

Certify that the information is accurate then sign, date, and click submit.

This screenshot shows the '2. Certify' step of the application. The certification checkbox is checked. The 'Name' field is filled with 'John Smith' and the 'Title' field is filled with 'ERS2'. The '3. Submit' step is visible at the bottom, with the 'Submit' button highlighted with a red box.

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

The application will be reviewed by the DEP:

- If approved, an approval notice will be emailed.
- If corrections are needed, the application will be returned for updates.