

# NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

## INSTRUCTIONS FOR COMPLETING "SECTION A" OF PETROLEUM BULK STORAGE APPLICATION

**GENERAL INSTRUCTIONS** – For specific registration requirements, refer to 6 NYCRR §612.2 and Subpart 374-2, available at <http://www.dec.ny.gov/regulations/regulations.html>. Type or print all items, except "signature" in Section A. This form must be completed for each applicable petroleum facility.

**PBS NUMBER** - Enter the seven-digit NYSDEC Registration Number if the facility was previously registered; otherwise, leave blank.

**TRANSACTION TYPE** - Enter the appropriate number(s) in the box to indicate type of transaction for the following:

- 1) Initial/New Facility.....First application for registration by the facility (property) owner of a regulated facility. Complete all sections. **A copy of the deed's first page showing the parties involved and the date of ownership is needed.** The expiration date of the registration certificate will generally be five years from the date of facility (property) ownership, as determined by the deed. Operating a facility without a valid registration is a violation of 6 NYCRR §612.2.
- 2) Change of Ownership.....Application for registration by the new owner of the facility (property). Obtain a pre-printed transfer of ownership application by submitting a request to the appropriate DEC office. Complete all sections. **A copy of the deed's first page showing the date of ownership is needed.** The expiration date of the registration certificate will be five years from the date of ownership, as determined by the deed. Failing to re-register a facility within 30 days of an ownership transfer is a violation of 6 NYCRR §612.2(b).
- 3) Tank Installation, Closing, Repair, or Reconditioning...Application for one (1) or more new stationary tanks that are added to the facility, or if an existing stationary tank has been replaced, repaired, reconditioned or permanently closed.
- 4) Information Correction.....Application for any information changes that have occurred since the last application.
- 5) Renewal..... Application for a previously registered facility that has not changed ownership since the last registration. The registration for a petroleum bulk storage facility must be renewed every five years and is not transferable from one owner to the next.

**FACILITY INFORMATION** - Enter the name and location (**not** PO Box) of the facility. Enter the tax map section (or borough if in NYC), block and lot. Include any information that would assist in locating the facility. For county, enter the county in which the facility is located. For township, enter the geographical location, not the mailing city.

Class B (Daily On-Site) Operator: Individual who has day-to-day responsibility for the facility. The Class B Operator typically implements field aspects of operation, maintenance, and associated recordkeeping for any underground storage tanks(USTs).

Facility Phone Number: Phone number during business hours.

Class A (Primary) Operator: Individual who has primary responsibility to operate and maintain the facility. The Class A Operator typically manages resources and personnel through establishing work assignments to achieve and maintain compliance with the requirements of the PBS Regulations.

**OWNER INFORMATION** - Enter the name, address and telephone number of the facility (property) owner. Federal Tax Identification Number is the number assigned by the Internal Revenue Service for a corporation or a Social Security Number for an individual.

**TYPE OF OWNER** - Check the appropriate box (check only one).

**CORRESPONDENCE INFORMATION**- Enter the contact person name, company, address, telephone number and e-mail address for mailing/contact purposes. This information is required to be kept up-to-date.

**TYPE OF PETROLEUM FACILITY** - Check the most appropriate box (only one). If "other", specify the type of facility in the space provided.

**EMERGENCY CONTACT** - Enter the emergency contact name and telephone number.

**NAME AND OFFICIAL TITLE OF OWNER OR OWNER'S AUTHORIZED REPRESENTATIVE** - Type or print name and title of the facility (property) owner or authorized representative. An application submitted by a corporation must be signed by a principal executive officer of at least the level of vice president or his/her duly authorized representative. For a partnership or sole proprietorship, the application must be signed by a general partner or the proprietor, respectively. For a municipal, state or other public facility, the application must be signed by a principal or executive officer, ranking elected official or other duly authorized employee. The facility owner may authorize another individual, such as the tank owner or person responsible for the operation of the facility, to sign the application on his behalf. In this instance, the facility owner and duly authorized representative should retain copies of this authorization and provide to NYSDEC upon request. This authorization does not need to be submitted with the registration application.

**SIGNATURE AND DATE** - Enter the name, title, and signature of the facility (property) owner or duly authorized representative, along with the date the application was prepared.

**AMOUNT ENCLOSED** - Indicate the fee enclosed. Fees are required for initial registrations, renewals, and changes of ownership. There is no fee required for substantial tank modifications or information corrections. Make check/money order payable to NYSDEC. **Generally, the fee is based on the combined petroleum tank storage capacity at the facility in gallons:**

1,101 - 2,000 gallons: \$100/facility;  
2,001 - 4,999 gallons: \$300/facility;  
5,000 - 399,999 gallons: \$500/facility.

**NOTE:** Use the PBS Registration Worksheet to determine applicable capacity fees.

## **INSTRUCTIONS FOR COMPLETING "SECTION B" OF PETROLEUM BULK STORAGE APPLICATION**

**GENERAL INSTRUCTIONS** - Provide detail for each regulated tank (one complete line per tank; use additional forms as required). Enter one choice per block. Make only one entry per column, except for tank external protection, tank secondary containment, tank leak detection, tank overflow prevention, piping external protection, and piping leak detection columns, where you may indicate a primary and secondary choice. Refer to the Key on the reverse side of the application form to indicate your responses.

**(Column 1) ACTION** - Enter the type of action from the following choices:

- |  |   |
|--|---|
| 1. Initial Listing.....                | Initial registration of a tank.   |
| 2. Add Tank.....                       | Installing a new tank at a facility.  |
| 3. Close/Remove Tank.....              | Permanently closing a tank (per 6 NYCRR §613.9(b)), or conversion to non-regulated substance/use.   |
| 4. Information Correction.....         | Information changes for any tank that have occurred since the last application. Indicate the tank number and correct the information in the appropriate spaces. |
| 5. Recondition/Repair/Reline Tank..... | Reconditioning a tank (6 NYCRR §614.6 - underground tanks and 614.12 - aboveground tanks), i.e., permanent repair and/or relining.                              |

**(Column 2-Required) TANK NUMBER** - A tank number is required for each tank. Enter the number of the tank, using the tank numbering system at the facility. If none exists, establish one (e.g. 001, 002, etc.). Duplicate tank numbers at the same facility or "000" are not acceptable. Otherwise, any combination of letters and numbers is acceptable, except manifolded tanks and compartment tanks as noted below:

Manifolded (interconnected tanks) – numbering protocol: Assign each interconnected tank of the manifolded system a separate tank number, with a letter suffix. Sum the capacity for all tanks of the manifolded system and list it as the capacity for the first tank in the group. For the remaining tanks in the group, list 0 gallons as the capacity. Example – a facility has two separate manifolded tank systems. The first system as 2 manifolded tanks, each with a capacity of 1000 gallons. The tanks would be listed as follows (tank number, capacity): 1A, 2000 gallons; 1B, 0 gallons. The second system has 3 manifolded tanks of 550 gallons each. The tanks would be listed as follows (tank number, capacity): 2A, 1650 gallons; 2B, 0 gallons; 2C, 0 gallons.

Tank with individual compartments – numbering protocol: Assign each compartment a separate tank number with a letter suffix. Under capacity, list the storage capacity of the compartment. Example – a facility has a tank with 3 individual compartments of 2000 gallons, 2000 gallons, and 1000 gallons. The tanks would be listed as follows (tank number, capacity): 1A, 2000 gallons; 1B, 2000 gallons; and 1C, 1000 gallons.

**(Column 3) TANK LOCATION** - Specify the location of the tank from the following choices:

- |  |   |
|--|---|
| 1. Aboveground - contact with soil.....                            | Tank bottom rests on soil, allowing no visual inspection.                     |
| 2. Aboveground - contact with impervious barrier.....              | Tank bottom rests on impervious barrier, allowing visual indication of leaks. |
| 3. Aboveground - on saddles, legs, rack, cradle, etc....           | Tank bottom is elevated above grade or tank pad, allowing visual inspection.  |
| 4. Aboveground with 10% or more below ground.....                  | Aboveground less than 90% above grade, partially buried.                      |
| 5. Underground.....  | Completely covered with earth or vaulted with no access for inspection.       |
| 6. Aboveground in Subterranean Vault with access for Inspections.. | Tank in subterranean vault but accessible for inspection.                     |

**(Column 4) STATUS** - Specify the status of the tank, referring to code keys for Section B. In-service tanks are status 1. If a tank is permanently out of service (Status 3 or 4), it must be closed pursuant to 6 NYCRR §613.9(b). If not properly closed, it must be considered temporarily out-of-service (Status 2) and then closed or put back into service. A tank converted to non-regulated use (Status 5) is one storing something other than a regulated petroleum product (see attached list).

**(Column 5) INSTALLATION OR PERMANENT CLOSURE DATE** - For Action 1, 2, 4 or 5, enter the month, day, and year the tank was completely installed. If installation date is unknown, you must provide your best estimate. For Action 3 (Closure), enter the month, day, and year the tank was permanently closed or converted to non-regulated substance/use.

**(Column 6) CAPACITY** - Specify the total storage design or maximum capacity of the tank in gallons. Do not use the working capacity. For manifolded/compartmented tanks, see the instructions above for "tank number."

**(Column 7) PRODUCT STORED** - Specify the type of petroleum product stored in the tank by entering the proper code. For heating oil, choose a code based on whether the product in tank is consumed on-site or resold or redistributed. Examples: code 0001 is used for #2 fuel oil fed to a boiler to heat this facility; code 2718 is used for #2 fuel oil stored at a bulk plant for later resale or redistribution; code 2642 is entered for used oil that feeds an on-site boiler or furnace; code 0022 is entered for used oil that will be hauled away by a waste hauler or other legal disposal.

**(Column 8) TANK TYPE** - Specify tank type. If tank type is unknown, or the tank is coated/painted steel, enter 01. Tank Type 08 (Equivalent Technology) may require a variance before installation (6 NYCRR §614.1(e); contact the NYSDEC regional office for more information). Tank type requirements for new tanks are specified in 6 NYCRR §614.2(a)(1) (underground) and 614.8(a)(1) (aboveground).

**(Column 9) TANK INTERNAL PROTECTION** - Specify the type of protection provided for the tank to prevent internal corrosion. Refer to 6 NYCRR Sections 614.6 and 614.12 for underground and aboveground tank requirements, respectively.

**(Column 10) TANK EXTERNAL PROTECTION** - Specify the type(s) of protection provided for the tank to prevent external corrosion. Refer to 6 NYCRR §614.3(e) and 614.9(b) for underground and underground tank requirements, respectively.

**(Column 11) TANK SECONDARY CONTAINMENT** - Specify type(s) of secondary containment. For new underground storage tanks, see 6 NYCRR §614.4. For aboveground tanks, 10,000 gallons or larger, and some smaller capacity above ground tanks, secondary containment is required per 6 NYCRR §613.3(c)(6). Aboveground tanks with impervious underlayment or double bottoms must also have diking or remote impoundment (use second column to specify which). Select "09" (modified double wall) for double wall aboveground tanks that provide containment for all spill scenarios, including overfills and leaks from tank top connections, as specified in DER-25, Aboveground Storage Tanks, §XVD, available at [http://www.dec.ny.gov/docs/remediation\\_hudson\\_pdf/der25.pdf](http://www.dec.ny.gov/docs/remediation_hudson_pdf/der25.pdf). Select "12" (Unmodified double wall) for double wall aboveground tanks that do not provide containment for all spill scenarios as specified in DER-25.

**(Column 12) TANK LEAK DETECTION** - Specify leak detection method(s) used. Refer to 6 NYCRR §614.11 and 614.5 for leak monitoring system requirements for new underground tanks and new aboveground tanks, respectively. List leak detection equipment that is operational and in use on a consistent basis.

(Instructions for completing Section B are continued on the next page)

## **Instructions for Completing Section B (continued)**

**(Column 13) TANK OVERFILL PREVENTION** - Specify the type(s) of overfill prevention equipment used. Refer to 6 NYCRR §614.14(g)(1) for overfill prevention requirements for new underground tanks. See §613.3(c) on additional overfill requirements for new and existing aboveground tanks.

**(Column 14) TANK SPILL PREVENTION** – Indicate if there is a spill catch basin (also known as a spill bucket) at the fill port (required for federally-regulated underground tanks).

**(Column 15) PUMPING/DISPENSING METHOD** - Specify method/pump used to remove product from tank.

**(Column 16) PIPING LOCATION** - Specify piping location.

- 01. Aboveground..... Piping is elevated and not in contact with the surface (soil, concrete, asphalt, etc.).
- 02. Underground/On-ground..... Piping completely covered with earth or resting in contact with surface (soil, concrete, asphalt, etc.)
- 03. Aboveground/Underground Combination... Piping system contains both aboveground and underground piping.

**(Column 17) PIPING TYPE** - Specify piping type from the tank to the end use point (e.g., dispenser; not to the fill port or vent pipe). For aboveground/underground combination, list the piping type for the underground portion. Refer to 6 NYCRR §614.14(a) for piping requirements for new underground piping systems. Code 08 (Equivalent Technology) may require a variance before installation (6 NYCRR §614.1(e)); contact the NYSDEC regional office for more information.

**(Column 18) PIPING EXTERNAL PROTECTION** - Specify the type(s) of protection provided for the pipe to prevent external corrosion.

**(Column 19) PIPING SECONDARY CONTAINMENT** - Specify the type of secondary containment system.

**(Column 20) PIPING LEAK DETECTION** - Specify leak detection method used (refer to 6 NYCRR §614.14(g)(3).) List leak detection equipment that is operational and in use on a consistent basis. For a description of "Exempt Suction Piping" and when it can be listed as leak detection, refer to DER-25, §IIB, available at, [http://www.dec.ny.gov/docs/remediation\\_hudson\\_pdf/der25.pdf](http://www.dec.ny.gov/docs/remediation_hudson_pdf/der25.pdf).

**(Column 21) UNDER DISPENSER CONTAINMENT (UDC)** - Check box if sump/containment underneath a motor fuel dispenser is present.

## **INSTRUCTIONS FOR COMPLETING "SECTION C" OF PETROLEUM BULK STORAGE APPLICATION**

**GENERAL INSTRUCTIONS:** List tank ownership for all tanks listed in Section B.

**TANK OWNER INFORMATION:** If the owner of all tanks at the facility is the same as the facility (property) owner listed in Section A, check the box and skip to "Specific Tanks Owned; no need to fill out name, address, or contact information. If the tank owner is different from the facility (property) owner listed in Section A, fill out name, address, contact information, for the tank owner and then complete "Specific Tanks Owned" directly below. If there are multiple tank owners, fill out the adjacent columns with their information (use extra sheets if necessary).

**SPECIFIC TANKS OWNED:** If all tanks are owned by one owner, check the box indicated. It is not necessary to list associated tank numbers. If there is more than one tank owner, do not check this box. Instead, list each tank number for the corresponding owner listed in the section above using the tank number listed in Section B. **AS AN EXAMPLE ONLY** - a facility has six tanks; five are owned by Joe Smith, the sixth is owned by ABC Oil Company. The owner information for Joe Smith would be added to the first column. The tank numbers for the five tanks he owns would be added under "Specific Tanks Owned." The owner information for the ABC Oil Company would be added in the second tank owner information column.

**CHANGE OF TANK OWNERSHIP (with no change of property ownership):** Enter the new tank ownership information. This is considered an information correction transaction (see instructions in Section A above) and should be submitted within 30 days of the tank ownership change. No fee is required, unless the property ownership has also changed.

## **INSTRUCTIONS FOR RETURNING COMPLETED APPLICATIONS AND POSTING OF CERTIFICATE**

**GENERAL INSTRUCTIONS** Proofread the application to make sure all blank portions are filled in, and form is signed and dated. If a registration fee is required (see amount enclosed above), make sure the check is made out for the correct amount to NYSDEC. Please provide one check per facility, and note the PBS number on your check (except for initial applications). For initial applications and transfer of ownership applications, make sure you provide a copy of the deed's first page showing the parties involved and the date of ownership. Return the completed application package to the appropriate NYSDEC Office (attention PBS Unit). For pre-printed renewal applications, the address is printed on the top of Section A. For other transactions, the form should be submitted to the NYSDEC regional office where the facility is located (see <http://www.dec.ny.gov/about/50230.html> for a list of regional offices). Allow a minimum of 4 weeks for the application to be processed.

**INCOMPLETE APPLICATIONS:** Incomplete/inaccurate applications, applications submitted with incorrect fee amounts, applications with overdue tank/piping system tests (refer to §613.5 of 6 NYCRR for testing requirements) or applications indicating that significant equipment violations exist, will not be processed by the Department and will be returned to the applicant. Once corrected/completed, the application, and the required enclosures, including fee and deed, as applicable, must be resubmitted to the Department for processing.

**COMPLETE APPLICATIONS:** Upon satisfactory review of your application and enclosures (registration fee and deed, as applicable), the Department will issue a new five-year registration certificate. The certificate and all future correspondence will be mailed to the person and address indicated in the "Correspondence" section of the application form.

**POSTING OF REGISTRATION CERTIFICATE:** The facility operator must display a registration certificate which is current and valid on the premises of the facility at all times (see 6 NYCRR §612.2(e)).