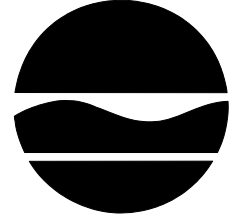


New York State Department of Environmental Conservation
Division of Environmental Remediation
Bureau of Technical Support, 11th Floor
625 Broadway, Albany, New York 12233-7020
Phone: (518) 402-9543 • **FAX:** (518) 402-9577
Website: www.dec.state.ny.us



Denise M. Sheehan
Acting
Commissioner

Dear Chemical Storage Tank Owner:

The two year registration for your Chemical Bulk Storage (CBS) tank(s) expires soon. The expiration date of your registration certificate is printed on the top right-hand corner of the enclosed renewal application. The enclosed CBS renewal package includes the following documents:

- (1) Your CBS renewal application form with portions of Sections A and B pre-printed;
- (2) General instructions (located on back side of this letter) for completing the CBS renewal form; and
- (3) Detailed instructions for completing a CBS application.

Please note that the CBS application forms have changed since your last renewal. Highlights of the changes that may affect your application are enclosed.

Please review, revise (if necessary), and complete the CBS renewal application form. Refer to the general and detailed instructions to help you complete your application. Be sure to fill in all blank portions of the form.

Please note that 6NYCRR section 596.5(d) of the CBS Regulations prohibits delivery of product to unregistered storage tanks. To avoid delivery problems, you are encouraged to submit renewals to the Department for processing as soon as possible. Please return the completed and signed form and applicable fee to 11th Floor, 625 Broadway, Albany, NY 12233-7020 before the registration expires. Upon satisfactory review of the package and receipt of the correct fee, the Department will issue a new two-year certificate. The certificate and all future correspondence will be mailed to the person and address indicated in the "Correspondence" section of the application form.

The CBS regulations contain various requirements for operating and upgrading storage facilities. If you are not familiar with these requirements, need a copy of the regulations, or have questions, please call the Spill Prevention and Bulk Storage Section at (518) 402-9543 or visit the Spill Prevention and Bulk Storage web site at www.dec.state.ny.us/website/der/bulkstor.

Sincerely Yours,

Russ Brausieck, P.E.
Chief, Spill Prevention and Bulk Storage Section

Enc.

Instructions for CBS Registration Renewal

Gather your records: Gather all facility and tank related records on tank inventories, tank closures, tank additions, etc. Be sure to address all the items below. This will ensure that the renewal form is complete and can be processed by the Department upon receipt. The completed renewal form must be returned to the Department before the expiration of the site's current registration (see top right-hand corner of renewal form for expiration date).

Information Required: The current site data has been pre-printed on the form. Review, correct (if necessary), and complete the renewal form. Cross out any incorrect information and type or neatly print the correct information above it. Do **not** use "white out". The correspondence information is used to mail correspondence, including new registration certificates, renewals, and notices. The renewal **cannot** be processed by the Department unless all of the information is complete and the correct fee is submitted.

Owner information/Change of Ownership: If you no longer own this facility, provide the current owner's name and address (if known) and return this renewal package to 11th Floor, 625 Broadway, Albany, NY 12233-7020 as soon as possible. If you are the new owner, indicate the transaction type is "2 (change of ownership)", and update the information accordingly.

Registration Fees: Use the existing fee schedule from 6NYCRR section 596.4(a) of the CBS regulations to calculate your renewal fee for all in-service and temporarily out-of-service tanks which store a substance listed in 6NYCRR Part 597. The fee schedule is based on a per tank basis. For the largest 250 regulated stationary tanks at the site, the fee schedule is:

Total Capacity Per Tank	2 Year Fee
Less than or equal to 550 gallons	\$50 per storage tank
551- 1,100 gallons	\$100 per storage tank
Greater than 1,100 gallons	\$125 per storage tank

Notes:

- (a) If a site has more than 250 regulated tanks, refer to 6NYCRR section 596.4(a) for the appropriate fee schedule. The fee for all storage tanks at a single contiguous site shall not exceed \$50,000.
- (b) For sites where all the tanks have been closed and/or converted to non-regulated use, indicate the appropriate status of the tanks on Section B of this form and return the renewal application to the Department. No renewal fee is required.

Sign and Date the Application: If you are the owner or duly authorized representative, sign and date the application and submit it with the appropriate fee. An application submitted by a corporation must be signed by a principal executive officer of at least of the level of vice-president, or a duly authorized representative. An application submitted by a partnership or a sole proprietorship must be signed by a general manager or proprietor. An application submitted by a municipal, state, or other public facility must be signed by either a principal officer, ranking elected official or other duly authorized employee. If you are not the owner, vice-president, authorized representative, etc., it is very important that person be made aware of this correspondence from the Department and does sign the enclosed application form.

Do Not Forget To:

- (a) Make your check or money order payable to: New York State Department of Environmental Conservation (or NYSDEC).
- (b) Fill in **all** the blanks. Read the enclosed instruction sheet for explanations of each item on the form. List information about new tanks, which are not pre-printed on the renewal form, below the pre-printed information.
- (c) Make changes to any incorrect information. For tanks which have been closed or converted to non-regulated use, make changes accordingly, including action, status, and closure/conversion date.
- (d) Include your Federal Tax ID Number in Section A. This number is required by the New York State Department of Tax and Finance.
- (e) Have the renewal form signed by the owner or duly authorized representative and submit it with the appropriate fee to 11th Floor, 625 Broadway, Albany, NY 12233-7020.