NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION (March 2005)

INSTRUCTIONS FOR COMPLETING "SECTION A" OF HAZARDOUS SUBSTANCES BULK STORAGE APPLICATION

GENERAL INSTRUCTIONS - Type or print all items, except "signature" in section A. This form must be completed for each applicable hazardous substances bulk storage facility. Use additional application forms as necessary to register all regulated tanks at a facility.

CBS NUMBER - Enter the seven digit DEC Chemical Bulk Storage Registration Number if the facility was previously registered; otherwise leave blank.

OTHER EXISTING DEC NUMBERS - Enter the Petroleum Bulk Storage (PBS) Number (Petroleum Bulk Storage Law, Article 17, Title 10 of ECL; 6 NYCRR 612-614), Major Oil Storage Facility (MOSF) license number (Article 12 of the Navigation Law), and State Pollution Discharge Elimination System (SPDES) Number (Article 17, Title 8 of ECL; 6 NYCRR Parts 750-758) that are assigned to the facility, if applicable. If not applicable, write "Not Applicable" or "N/A".

TRANSACTION TYPE - Check the appropriate box(es) to indicate type of transaction. (Check all that apply.)

Initial/New Facility.....	First application for registration by the owner of a regulated facility. CBS Number will be assigned by NYSDEC.
Change of Ownership.....	Application for registration by the new owner of the facility being transferred. Enter the CBS Number from the existing registration certificate and complete all sections.
Substantial Tank Modification...	Complete this section if one of the following exists: (1) one or more new stationary tanks has been added to the facility; (2) an existing stationary tank has been replaced, reconditioned or permanently closed. In Section A, complete the Facility Section, CBS Number and provide the signature of a duly authorized officer. In Section B, fill in the entire line of information for each tank being amended.
Information Correction.....	If any information changes have occurred since the initial application or the last renewal, include the corrected information in the appropriate spaces and be sure to include the CBS Number. In Section A, the signature of a duly authorized officer must be provided.
Renewal.....	Application is being made for a previously registered facility that has not changed ownership since the last registration. Registration Certificates for Chemical Bulk Storage facilities must be renewed every two years and are not transferable. Indicate any changes that may have occurred since last renewal and provide the signature of the duly authorized officer.

SPILL PREVENTION REPORT - The Department is requesting a copy of the Spill Prevention Report (SPR)'s cover page, table of contents and signature page. Indicate if you have submitted this attachment by checking the "Yes" or "No" box.

FACILITY INFORMATION - Enter the name and location (**not** PO Box) of the facility. Include any information that would assist in locating the facility. For county, enter the county in which the facility is located. For townships, enter the geographical location, not the mailing city. Enter the facility telephone number and the name of the operator at the facility who is familiar with the tanks and the efforts of the business to comply with provisions of Article 40 of the Hazardous Substances Bulk Storage Law, 6 NYCRR Parts 595-599 of CBS Regulations. Also enter the emergency contact name and telephone number.

OWNER INFORMATION - Enter the name, address and telephone number of the facility owner. Federal Tax Identification Number is the number assigned by the Internal Revenue Service. It is required by New York State Department of Tax and Finance. For owner type, check the appropriate box.

CORRESPONDENCE INFORMATION - Enter the desired mailing name and address for correspondence (e.g. registration certificate, renewal notice) and the name of the contact person who is familiar with the efforts of the facility to comply with Article 40 of the Hazardous Substances Bulk Storage Law, 6 NYCRR Parts 595-599. Include an e-mail address or if not applicable, write "Not Applicable" or "N/A".

TYPE OF CHEMICAL FACILITY - Check the appropriate box. If other, specify the type of facility in the space provided.

NAME AND OFFICIAL TITLE OF OWNER OR OWNER'S AUTHORIZED REPRESENTATIVE - Type or print the name and title of the 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, if such representative is responsible for the overall operation of the facility. 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 either a principal or executive officer, ranking elected official or other duly authorized employee.

AMOUNT ENCLOSED - Indicate the fee enclosed. Make check/money order payable to NYSDEC. For most facilities, the fee is based on individual tank storage capacity as follows: 550 gallons or less–$50 per storage tank; 551-1100 gallons–$100

per storage tank; more than 1100 gallons–$125 per storage tank. Fees differ for facilities with over 250 tanks; see 6 NYCRR Section 596.4(a) for complete fee schedule.

SIGNATURE AND DATE - Enter the name, title, and signature of the owner or duly authorized officer, along with the date the application was prepared.

(End of Section A Instructions)

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INSTRUCTIONS FOR COMPLETING "SECTION B" OF HAZARDOUS SUBSTANCE BULK STORAGE APPLICATION

GENERAL INSTRUCTIONS - Enter all the information. Provide detail for each regulated tank. (Use one line per tank, and then detail each regulated hazardous substance in each 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 overfill prevention, piping external protection, and piping leak detection, where you may indicate a primary and secondary choice. **Refer to the Key at the bottom of "Section B" 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, renewal, or change of ownership of a facility.
2. Add Tank..... Installing a new tank at a facility.
3. Close/Remove Tank..... Permanently closing a tank (6NYCRR section 598.10(c)), or conversion to non-regulated substance/use.
4. Information Correction..... Information changes that have occurred since the initial application or last renewal for any tank. Indicate the tank number and correct the information in the appropriate spaces.
5. Recondition/Repair/Reline Tank..... Reconditioning a tank, i.e., permanent repair and/or relining.

(Column 2) TANK MODEL, PIPING MODEL, and 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.). Any combination of letters and numbers is acceptable, except "000" or duplicate tank numbers at the same facility. For Tank Model and Piping Model, there is a chart at the end of these instructions that lists some commonly used tank models and piping models for which the model description defines the related equipment. Therefore, for a given tank, if the tank model appears on the chart and you enter the tank model code (use code 101 through 108 for underground tanks, codes 201 through 205 for aboveground tanks) in column 2 of the registration form, you will not have to enter the related information in shaded columns 8, 10 and 11 for that tank. Similarly, for a given tank, if the piping model appears on the chart and you enter the piping model code (A through G) in column 2 of the registration form, you will not have to enter the related information in shaded columns 17, 18 and 19 for that tank.

(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 inspection for leaks.
3. Aboveground on saddles, legs, stilts, rack or cradle..Tank bottom rests above grade or 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.
6. Underground, vaulted, with access.....Tank in subterranean vault, accessible for inspection.

(Column 4) STATUS - Specify the status of the tank. If a tank is permanently out of service (Status 3 or 4), it must be closed pursuant to 6NYCRR section 598.10(c). If not closed as such, it may be considered temporarily out-of-service (Status 2). Status 5 refers to a product stored in the tank that is no longer regulated under the definition of hazardous substance in 6NYCRR section 597.1(c)(19).

(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 unknown, enter 00/00/00. 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 design or maximum capacity of the tank in gallons.

(Column 8) TANK TYPE - Specify tank type. If tank type is unknown, or tank is coated or painted steel, enter 01. If you entered a tank model code in column 2, skip column 8.

(Column 9) TANK INTERNAL PROTECTION - Specify the type of protection provided for the tank to prevent internal corrosion.

(Column 10) TANK EXTERNAL PROTECTION - Specify the type(s) of protection provided for the tank to prevent external corrosion. If you entered a tank model code in column 2, skip column 10.

INSTRUCTIONS FOR COMPLETING "SECTION B" OF HAZARDOUS SUBSTANCE BULK STORAGE APPLICATION
(Continued)

(Column 11) TANK SECONDARY CONTAINMENT - Specify type(s) of secondary containment system. For the two available entries of this category, select the supporting structure used for secondary containment as the first entry, and if different, enter the means of obtaining impermeability as the second entry. Refer to Section 596.1(c)(41) for definition of secondary containment. If you entered a tank model code in column 2, skip column 11.

(Column 12) TANK LEAK DETECTION - Specify leak detection method(s) used.

(Column 13) TANK OVERFILL PREVENTION - Specify the type(s) of overfill prevention equipment used.

(Column 14) SPILL PREVENTION - Specify the type of spill prevention equipment.

(Column 16) PIPING LOCATION - Specify piping location.

01. Aboveground.....	Piping is elevated and not in contact with 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. If you entered a piping model code in column 2, skip column 17.

(Column 18) PIPING EXTERNAL PROTECTION - Specify the type(s) of protection provided for the pipe to prevent external corrosion. If you entered a piping model code in column 2, skip column 18.

(Column 19) PIPING SECONDARY CONTAINMENT - Specify the type of secondary containment system. Refer to Section 596.1(c)(41) for definition of secondary containment. If you entered a piping model code in column 2, skip column 19.

(Column 20) PIPING LEAK DETECTION - Specify leak detection method(s) used.

HAZARDOUS SUBSTANCE NAME - Enter the common chemical name for the substance stored, corresponding to the CAS Number from the DEC Hazardous Substance List (6 NYCRR Part 597). If the tank contains more than one hazardous substance on the list, list each regulated hazardous substance. If additional space is needed, use a separate sheet indicating tank number and hazardous substance.

CAS NUMBER - Enter the CAS Number from the DEC Hazardous Substance List (6 NYCRR Part 597) for each hazardous substance in the tank.

PERCENTAGE OF HAZARDOUS SUBSTANCE - Enter the percentage, (1-100) by volume or weight, of each hazardous substance from DEC list (6 NYCRR Part 597) that is stored in the tank.

TANK FEE - Enter the fee required for each tank. For most facilities, the fee is based on individual tank storage capacity as follows: 550 gallons or less–$50 per storage tank; 551-1100 gallons–$100 per storage tank; more than 1100 gallons–$125 per storage tank. Fees differ for facilities with over 250 tanks; see 6 NYCRR Section 596.4(a) for complete fee schedule. To determine the total amount to enclose, add together the fees for each tank. Make check/money order payable to NYSDEC.

(Please Note: Tank and Piping Models Are On The Back Of this Page)

Tank and Piping Model Chart (For use in Section B, Column 2)

This chart lists some commonly used tank models and piping models for which the model description defines the related equipment. Therefore, for a given tank, if the tank model appears on the chart and you enter the tank model code (use code 101 through 108 for underground tanks, codes 201 through 205 for aboveground tanks) in column 2 of the registration form, you will not have to enter the related information in shaded columns 8, 10 and 11 for that tank. Similarly, for a given tank, if the piping model appears on the chart and you enter the piping model code (A through G) in column 2 of the registration form, you will not have to enter the related information in shaded columns 17, 18 and 19 for that tank.

Code #	Model Description	Examples of Model Names or Manufacturers
Underground Tanks		
101	STI-P3 single wall tank (cathodically protected steel tank with no secondary containment)	Highland Tank, Mohawk Metals, Lancaster Tank, Modern Welding
102	STI-P3 double wall tank (cathodically protected double wall steel tank)	Highland Tank, Mohawk Metals, Lancaster Tank, Modern Welding
103	FRP single wall tank (Fiberglass tank with no secondary containment)	Owens Corning, Fluid Containment, Containment Solutions, Xerxes
104	FRP double wall tank (Fiberglass double wall tank)	Owens Corning, Fluid Containment, Containment Solutions, Xerxes
105	Fiberglass clad steel single wall tank (no secondary containment)	Buffalo Tank, Highland Tank
106	Fiberglass clad steel double wall tank	Buffalo Tank
107	Jacketed steel tank (steel tank with secondary containment of plastic or FRP)	Total Containment Jacketed tank, Elutron tank, Permatank, Modern Welding Glasteel II
108	ACT 100U double wall steel tank (steel tank with urethane cladding)	Titan, Euro-Tank, HT-Fibre-Thane
Aboveground Tanks		
201	Steel tank in a steel dike	Highland Tank and others
202	Concrete encased steel tank	ConVault
203	Double wall tank (does not meet requirement for secondary containment)	
204	Modified double wall tank (meets requirements for secondary containment because containment is provided for all spill scenarios including spills from the top of the tank such as overfills)	SuperSafe Tank, Armor Cast, FitFueler Tank, Highland OP Tank
205	Plastic tank (used oil only)	Kosmo Igloo
Piping		
A	Cathodically protected single wall steel pipe	
B	Steel pipe inside of plastic pipe	
C	FRP single wall pipe	Ameron, A O Smith
D	FRP double wall pipe	Ameron, A O Smith
E	Flex pipe	APT-Poly-Tech, Bufflex II, Perma-Flexx, GeoFlex-S, GeoFlex-D, Enviroflex, Omniflex
F	Copper pipe	
G	Copper pipe inside of plastic pipe	