

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

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

GENERAL INSTRUCTIONS - Type or print all items, except "signature" in Section A. This form must be completed for each applicable petroleum facility. Forward completed applications to the appropriate NYSDEC Office.

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 owner of a regulated facility. PBS number will be assigned by NYSDEC. 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 be five years from the date of ownership, as determined by the deed or the oldest tank installation date, whichever is the later. If the ownership spans a period of more than five years ago or a tank installation date is more than five years ago, additional fees will be required. If the property owner is not the tank owner or there are multiple tank owners, please contact the appropriate NYSDEC Office.
- 2) Change of Ownership..... Application for registration by the new owner of the facility being transferred. Enter the PBS Number from the existing registration certificate and 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. If the change of ownership occurred more than five years ago, additional fees will be required.
- 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 initial application or the last renewal. corrected information
- 5) Renewal..... Application for a previously registered facility that has not changed ownership since the last registration. Registration certificates for petroleum bulk storage facilities must be renewed every five years and are not transferable.

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 township, enter the geographical location, not the mailing city. Enter the facility telephone number and the name of the person having daily on-site responsibility for the operation and maintenance of the storage tank systems. Also enter the name and telephone number for the person having primary responsibility for on-site operations and maintenance of the storage tank systems. Check the "training" box for each operator that has completed training to become familiar with the tanks and the efforts of the facility to comply with Petroleum Bulk Storage Law (see Article 17, Title 10 of the Petroleum Bulk Storage Law, 6NYCRR Parts 612-614 and 6NYCRR, Subpart 374-2 (used oil).

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 for a corporation or a Social Security Number for an individual. It is required by New York State Department of Tax and Finance.

MULTIPLE TANK OWNERS - Check this box if any tanks listed on Section B are owned by a party other than owner listed above. If there are multiple tank owners then the "Authorized Representation for Multiple Owners Form" must be completed, signed, and attached to this application.

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

MAILING CORRESPONDENCE - Enter the contact person (on the "Attention" line), 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 appropriate box (check 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 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.

SIGNATURE AND DATE - Enter the name, title, and signature of the owner or duly authorized officer, 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. The fee is based on 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 2009 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 overfill 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, 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 (per 6NYCRR section 613.9(b)), 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 (6NYCRR section 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.

(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 - no contact (on saddles, legs, rack, cradle, etc.)... 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. Aboveground in Subterranean Vault with access for Inspections... 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 613.9(b). If not closed as such, it may be considered temporarily out-of-service (Status 2). A tank converted to non-regulated use (Status 5) refers to a product stored in the tank that is no longer storing any petroleum products. (See Petroleum & Products List on the reverse side of the 2009 PBS Registration Worksheet).

(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.

(Column 7) **PRODUCT STORED** - Specify the type of petroleum product stored in the tank by entering the proper code. (An example of product type 2642 is used oil that feeds a boiler or furnace. An example of product type 0022 is used oil that will be hauled away by a waste hauler.)

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

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

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

(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 6NYCRR section 613.3(c)(6) for secondary containment requirements for aboveground tanks. For new underground storage tanks, see 6NYCRR section 614.4.)

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

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

(Column 14) **TANK SPILL PREVENTION** - Specify type of spill prevention equipment used.

(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 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. (Refer to 6NYCRR section 614.14(a) for piping requirements for new underground piping systems.)

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

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

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

(Column 20) PIPING LEAK DETECTION - Specify leak detection method used (Refer to 6NYCRR section 614.14(g)(3).) List leak detection equipment that is operational and in use on a continuous basis.

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

(Column 22) TANK OWNED BY PARTY OTHER THAN LISTED IN SECTION A - Check box if applicable.