

**INSTRUCTIONS: SECTION A OF HAZARDOUS SUBSTANCE 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.

**TRANSACTION TYPE** -- Enter the appropriate number 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. **A copy of the first page of the deed showing the parties involved and the date of ownership is needed.** The expiration date of the registration certificate will generally be two 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 §596.2(a).
- 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 first page of the deed showing the parties involved and the date of ownership is needed.** The expiration date of the registration certificate will be two 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 §596.2(d)(1).
- 3) Tank Installation, Closing, or Repair ..... Application for one or more new stationary tanks that are added to the facility, or if an existing stationary tank has been replaced, repaired, or permanently closed.
- 4) Information Correction..... Application for any information changes that have occurred since the last application, when the property ownership has not transferred, and the registration has not expired.
- 5) Renewal ..... Application for a previously registered facility that has not changed property ownership since the last registration. The registration for a Chemical Bulk Storage facility must be renewed every two years until the Department receives written notice from the facility owner that the facility has been permanently closed or the ownership of the facility has been transferred as shown by the deed.

**SPILL PREVENTION REPORT** - Please include a copy of the Spill Prevention Report (SPR)'s cover page, table of contents, and signature page. For more information regarding the SPR, refer to DEC guidance, "DER-26 (How to prepare a SPR for a CBS Facility)" available at [http://www.dec.ny.gov/docs/remediation\\_hudson\\_pdf/der26.pdf](http://www.dec.ny.gov/docs/remediation_hudson_pdf/der26.pdf)

**FACILITY INFORMATION** - Enter the name and location address (**not** PO Box) of the facility. For townships, enter the geographical location, not the mailing city. By no later than **October 11, 2016**, facilities with underground tanks must have specified the names and authorization numbers for their trained Class A and B Operators. See <http://www.dec.ny.gov/chemical/102202.html> for more guidance.

**FACILITY OPERATOR** – Enter the name of the person who leases, operates, controls or supervises the facility.

**Facility Phone Number:** Phone number during business hours.

**OWNER INFORMATION** - Enter the name, address and telephone number of the facility (property) owner, and the nine digit Federal Tax Identification Number assigned by the Internal Revenue Service. For renewal applications, if you are listed as the facility owner, but are the tank owner and not the property owner, update the facility owner information and submit the application on behalf of the property owner if duly authorized (see below).

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

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

**TYPE OF CHEMICAL STORAGE 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 the name and title of the owner (property) or authorized representative. See [http://www.dec.ny.gov/docs/remediation\\_hudson\\_pdf/pbscbsowner.pdf](http://www.dec.ny.gov/docs/remediation_hudson_pdf/pbscbsowner.pdf) for a suggested authorization form.

**AMOUNT ENCLOSED** - Indicate the fee and any back fees enclosed. Fees are required for initial registrations, renewals, and changes of ownership. For change of ownership applications, registration fees are based on the date the current facility (property) owner took title. No fee is required for tank installation, closing or repair; or information corrections provided the property ownership has not transferred since the last application and existing registration has not expired. Make check/money order payable to "New York State Dept. of Environmental Conservation." 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 [http://www.dec.ny.gov/docs/remediation\\_hudson\\_pdf/cbstankfees.pdf](http://www.dec.ny.gov/docs/remediation_hudson_pdf/cbstankfees.pdf).

**INSTRUCTIONS: SECTION B OF HAZARDOUS SUBSTANCE BULK STORAGE APPLICATION**

**GENERAL INSTRUCTIONS** - Enter all of 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 overflow prevention, piping external protection, and piping leak detection, where you may indicate a primary and secondary choice. **Refer to the "Section B – Tank Information - Code Keys" to indicate your responses.**

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

1. Initial Listing .....Initial registration of a tank at a newly registered 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 for any tanks that have occurred since the last application. Correct the information in the appropriate spaces.
5. Repair/Reline Tank .....Repairs/relining performed in compliance with §598.9.

**(Column 2) TANK NUMBER** - A unique 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. For replacement tanks, the newly installed tank must have a different number than the closed tank. Otherwise, any combination of letters and numbers up to 11 digits is acceptable, except manifolded tanks and compartmented tanks as noted below:

Manifolded (interconnected) tanks – numbering protocol: List each interconnected tank of the manifolded system on a separate line of the application, assigning a separate tank number for each, 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. Attach a separate sheet entitled "manifold tank details" listing individual tank capacities and tank numbers for each set of manifolded tanks. Example – a facility has two separate manifolded tank systems. The first system has two 1,000 gallon tanks interconnected by piping. The tanks would be listed on the application as follows (tank number, capacity): 1A, 2000 gallons; 1B, 0 gallons. The second system has three 550 gallon tanks interconnected by piping. The tanks would be listed on the application as follows (tank number, capacity): 2A, 1650 gallons; 2B, 0 gallons; 2C, 0 gallons. On the manifolded tank detail sheet list: Tank 1A: 1000 gallons, Tank 1B: 1000 gallons; Tank 2A: 550 gallons, Tank 2B: 550 gallons, Tank 2C: 550 gallons.

Tank with individual compartments – numbering protocol: List each compartment on a separate line of the application, assigning 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, racks, etc..... Tank bottom is elevated above grade or tank pad, allowing visual inspection.
4. Partially buried (tank 10% or more below ground) Tank is less than 90% above grade, partially buried.
5. Underground including vaulted with no access for inspection..... Completely covered with materials 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. 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 properly closed, it must be considered out-of-service (Status 2) and then closed or put back into service. 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(b).

**(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 best estimate. For Action 3 (Closure), enter the month, day and year the tank was permanently closed or converted to non-regulated substance/use. If a tank is being taken out-of-service, update status (column 4) to 2 (Out-of-Service) and in column 5 write in the date the tank was taken out of service.

**(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 8) TANK TYPE** - Specify tank type. If tank type is unknown, or tank is coated or painted steel, enter 01. Tanks used must be in compliance with the requirements of Parts 598-599.

**(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.

**(Column 11) TANK SECONDARY CONTAINMENT** - Specify the type(s) of secondary containment provided. 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) for the definition of secondary containment.

**(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.

- 00. No Piping ..... No piping exists for this tank.
- 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 from the tank to the end use point (not to the fill port or vent pipe). For aboveground/underground combination, list the piping type for the underground portion.

**(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. Refer to Section 596.1(c) for the definition of secondary containment.

**(Column 20) PIPING LEAK DETECTION** - Specify leak detection method(s) used. List leak detection equipment that is operational and in use on a consistent basis.

**HAZARDOUS SUBSTANCE NAME** - Enter the 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 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 Fees differ for facilities with over 250 tanks; see [http://www.dec.ny.gov/docs/remediation\\_hudson\\_pdf/cbstankfees.pdf](http://www.dec.ny.gov/docs/remediation_hudson_pdf/cbstankfees.pdf).

## **INSTRUCTIONS: SECTION C OF HAZARDOUS SUBSTANCE BULK STORAGE APPLICATION**

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

**TANK OWNER INFORMATION:** If all tanks are owned by the facility (property) owner listed in Section A, check the box in the upper left hand corner and skip the remainder of Section C. If one or more tanks are owned by someone other than the facility (property) owner listed in Section A, fill out name, address, and contact information for each 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).

**Class B (Daily On-Site) Operator:** For facilities with underground storage tank systems, enter the Class B Operator and their Operator Authorization number. The Class B Operator typically implements field aspects of operation, maintenance, and associated recordkeeping for the underground storage tank systems at the facility. For facilities with no underground storage tank systems, leave the Class B (Daily On-Site) Operator and Authorization number blank.

**Class A (Primary) Operator:** For facilities with underground storage tank systems, enter the Class A Operator and their Operator Authorization number. The Class A Operator typically manages resources and personnel through establishing work assignments to achieve and maintain compliance with the requirements of the CBS Regulations. For facilities with no underground storage tank systems, leave the Class A (Primary) Operator and Authorization number blank.

**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 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 listed under "Specific Tanks Owned." The owner information for the ABC Company would be added in the second tank owner information column, and the tank number for the one tank owned by ABC Company would be listed under "Specific Tanks Owned."

**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 in which case the facility must be re-registered under the new owner.

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

**SUBMITTING APPLICATION TO DEC:** Proofread the application and make sure that all required information is filled-in accurately. Applications that show significant deficiencies will be returned. An authorized person must sign and date the application. If a registration fee is required, make sure that the check is made out for the correct amount to "New York State Dept. of Environmental Conservation." Provide one check per facility, and note the CBS number on your check (except for initial applications). For initial applications and transfer of ownership applications, provide a copy of the first page of the deed(s) showing the parties involved and the date of ownership. Return the completed application package to NYSDEC, 625 Broadway, Albany, NY 12233-7020. For pre-printed renewal applications, the address is printed on the top of Section A. Allow a minimum of 4 weeks for the application to be processed.

**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 §596.2(g)).

## Checklist for Ensuring Your CBS Registration Application is Complete

To avoid submitting an incomplete or inaccurate application, please review the following items before submitting the application.

- Completeness** - Fill in all blanks applicable to this facility. Note that the "Facility Owner" (Section A) is defined as the current property owner. If required, provide the information for the Class A and B Operators. In section B, make sure that all regulated tanks are listed. List the owner(s) of the tanks in Section C. Detailed application instructions are available on the DEC's website (<http://www.dec.ny.gov/chemical/4767.html>). FAQs are available at <http://www.dec.ny.gov/chemical/8639.html>. **By no later than 10/11/2016, owners of facilities with underground tanks must have designated their "Class A" and "Class B" trained operators with their authorization numbers** (see <http://www.dec.ny.gov/chemical/102202.html> for more guidance).
- Accuracy** - All information on the forms must accurately reflect the equipment and information for the facility.
- Compliance** - All tank system equipment must meet the applicable regulatory requirements of 6 NYCRR Parts 598-599 (e.g., secondary containment, leak detection, overflow protection, external protection, etc.; see <http://www.dec.ny.gov/regs/2490.html>).
- Spill Prevention Report** – All applications must include copies of the current Spill Prevention Report cover page, table of contents, and signature page showing that the SPR has been reviewed and approved within the last 12 months (see §598.1(k) and [http://www.dec.ny.gov/docs/remediation\\_hudson\\_pdf/der26.pdf](http://www.dec.ny.gov/docs/remediation_hudson_pdf/der26.pdf)).
- Aboveground Tank and Transfer Area Secondary Containment** - All aboveground tanks and transfer areas must have compliant secondary containment (see 6 NYCRR 598.5(c & d)).
- Whenever ownership of a facility/property changes**, the new owner must register within 30 days and include a copy of the deed page(s) that shows the property owner and the date that ownership began. Registrations are not transferable from one owner to another.
- Tank Installation Date** - The date of installation, or if unknown, a best estimate, must be provided for all tanks.
- Unique Tank ID Numbers** - Each tank at a facility must be assigned a unique identification number. For replacement tanks, the newly installed tank must have a different number from the closed tank.
- Federal Tax ID** - The facility owner's nine digit federal tax identification number must be provided.
- Registration Fee** - Fee payment (if applicable) must be for the correct amount. Use the CBS Registration Fee Worksheet, [http://www.dec.ny.gov/docs/remediation\\_hudson\\_pdf/cbstankfees.pdf](http://www.dec.ny.gov/docs/remediation_hudson_pdf/cbstankfees.pdf) to calculate the correct fee. Make check out to "New York State Dept. of Environmental Conservation" and write the CBS number on the check. If applications are submitted for multiple facilities, include one check per facility.
- Application Certification** - The application must be signed by the facility (property) owner or an authorized representative (see [http://www.dec.ny.gov/docs/remediation\\_hudson\\_pdf/pbscbowner.pdf](http://www.dec.ny.gov/docs/remediation_hudson_pdf/pbscbowner.pdf) for a suggested form).