

**INSTRUCTIONS: SECTION A OF PETROLEUM BULK STORAGE APPLICATION**

**GENERAL INSTRUCTIONS** – For specific registration requirements, refer to 6NYCRR §613-1.9 and 6NYCRR Subpart 374-2, available at <http://www.dec.ny.gov/regulations/regulations.html>. Type or print all items, except signature in Section A. Facility owners in delegated counties (Nassau, Suffolk, Westchester), need to contact the county to obtain the county registration form. Facilities in delegated counties owned by NYS agencies or NYS public authorities need to register with the NYSDEC.

**PBS NUMBER** - Enter the seven-digit NYSDEC 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 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 §613-1.9.
- 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 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 §613-1.9(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 petroleum bulk storage facility must be renewed every five 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.

**FACILITY INFORMATION** - Enter the name and address/location (**not** PO Box) of the facility. For township, enter the geographical location, not the mailing city.

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

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

**INSTRUCTIONS: 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 "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 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 §613-2/-3/-4 as applicable.

**(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 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 (tank with 10% or more below ground)..... Tank is less than 90% above grade, partially buried.

**(Column 3) TANK LOCATION continued**

- 5. Underground including vaulted with no access for inspections..... 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. 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 613-2.6/-3.5/-4.5. If not properly closed, it must be considered out-of-service (Status 2) and then closed or put back into service within 12 months of being taken out of service. A tank converted to non-regulated use (Status 5) is one storing something other than a regulated petroleum product (see list available under PBS at <http://www.dec.ny.gov/chemical/4767.html>).

**(Column 5) INSTALLATION, OUT OF SERVICE, 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 in compliance with Part 613 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 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/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. For gasoline blended with ethanol or diesel blended with biodiesel, list percent additive of ethanol or biodiesel in % column.

**(Column 8) TANK TYPE** - Specify tank type. If tank type is unknown, or the tank is coated/painted steel, enter 01. Tanks used must be in compliance with the requirements of Part 613.

**(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 type(s) of secondary containment provided that are in compliance with Part 613. For aboveground tanks, 10,000 gallons or larger, and some smaller capacity aboveground tanks, secondary containment is required per 6 NYCRR §613-4.1(b)(1)(v). 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 – Walled, Aboveground Only) 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" (Double – Walled, Aboveground Only) 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 that are in compliance with Part 613. List leak detection equipment that is operational and in use on a consistent basis.

**(Column 13) TANK OVERFILL PREVENTION** - Specify the type(s) of overfill prevention equipment used that are in compliance with Part 613.

**(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.

- 00. No Piping.....No piping exists for this tank.
- 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.

**(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. 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: SECTION C OF PETROLEUM BULK STORAGE APPLICATION

**GENERAL INSTRUCTIONS:** List the owners for all tanks listed in Section B. By no later than October 11, 2016, facilities with certain underground tanks (generally those storing motor fuels) must have specified the names and authorization numbers for their authorized Class A and Class B Operators. See <http://www.dec.ny.gov/chemical/102202.html> for more guidance.

#### 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).

**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.

**Class B (Daily On-Site) Operator:** For facilities with underground storage tank systems regulated under 6NYCRR Subpart 613-2, 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 storage tank(s) at the facility. For facilities not regulated under Subpart 613-2, leave the Class B Operator and Authorization number blank.

**Class A (Primary) Operator:** For facilities with underground storage tank systems regulated under 6NYCRR Subpart 613-2, 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 PBS Regulations. For all other facilities, leave the Class A Operator and Authorization number blank.

## INSTRUCTIONS: RETURNING COMPLETED APPLICATIONS AND POSTING OF CERTIFICATE

**SUBMITTING APPLICATION TO DEC:** Proofread the application, and refer to the check list below to 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 PBS 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 the appropriate NYSDEC Office. For pre-printed renewal applications, the address is printed on the top of Section A. Applications with fees for facilities located in the City of New York (DEC Region 2) should be sent to NYSDEC, 625 Broadway, Albany, NY 12233-7020. 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.

**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 §613-1.9(g)).

### Checklist for Ensuring Your PBS 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 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. Application instructions, frequently asked questions and the list of regulated petroleum products are available on the DEC's website (<http://www.dec.ny.gov/chemical/4767.html>). **By no later than 10/11/2016, owners of facilities with certain underground tanks (not applicable to heating oil tanks at apartment buildings) 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 Part 613 (e.g., secondary containment, leak detection, overfill protection, external protection, etc.; see <http://www.dec.ny.gov/regs/2490.html>).
- Tank and Piping Tightness Tests** - Any required tightness tests for underground tanks and lines must be up-to-date, with satisfactory (passing) results and test reports submitted to the DEC (see <http://www.dec.ny.gov/chemical/8637.html> for more guidance).
- Aboveground Tank Secondary Containment** - All aboveground tanks with a capacity of 10,000 gallons or greater must have compliant secondary containment (see 6 NYCRR 613-4.1(b)(1)(v)(b) for requirements for smaller tanks).
- 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.
- Registration Fee** - Fee payment (if applicable) must be for the correct amount. Use the PBS Registration Fee Worksheet, [http://www.dec.ny.gov/docs/remediation\\_hudson\\_pdf/pbsform.pdf](http://www.dec.ny.gov/docs/remediation_hudson_pdf/pbsform.pdf) to calculate the correct fee. Make check out to "New York State Dept. of Environmental Conservation" and write the PBS 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).

Upon receipt of a complete application and correct fee, the DEC will issue a new five-year certificate. Allow four weeks for the application to be processed. If you have questions or need a printed copy of any of the instructions or forms noted above, please call the DEC office listed on the upper right hand corner of Section A of the application.