

Storage Tanks E-Permitting User Guide

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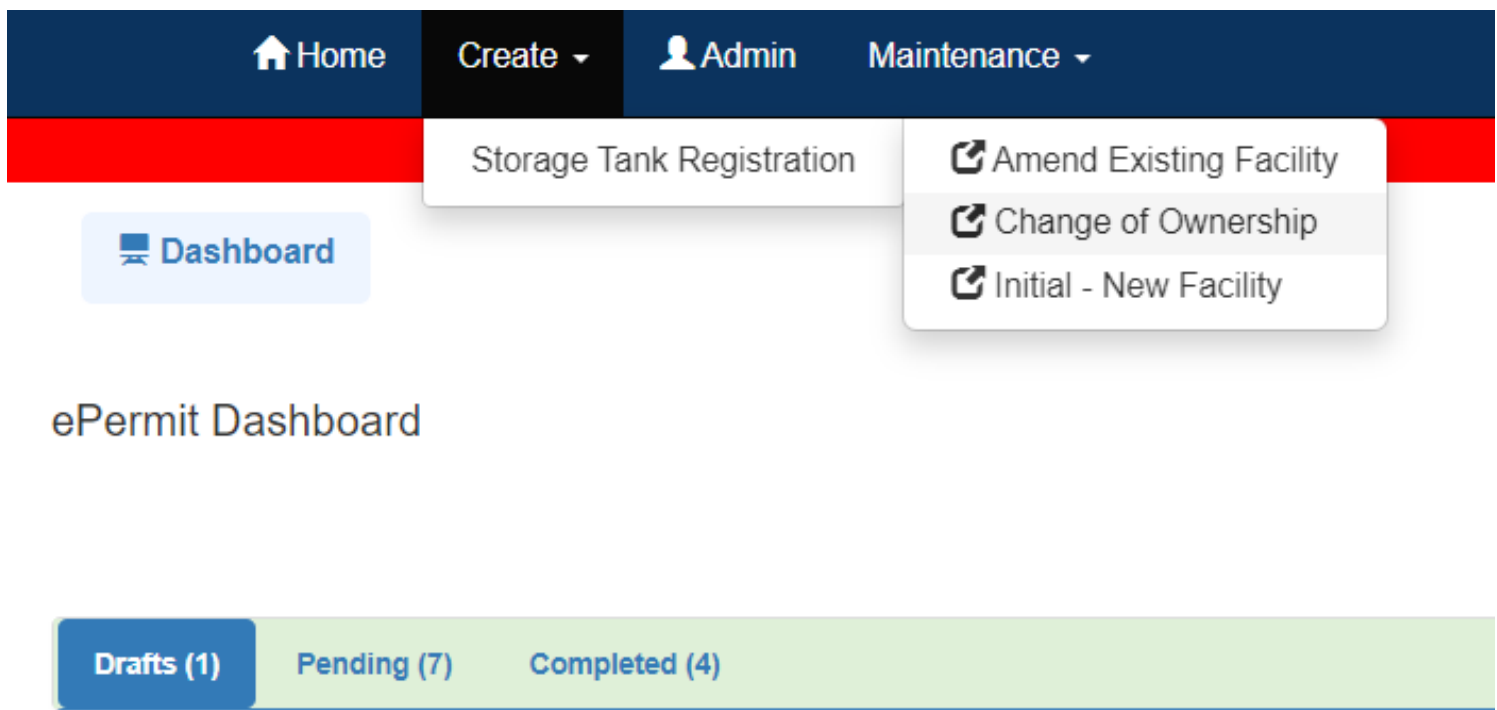
Questions? Contact the DEP Division of Storage Tanks at 717-772-5599 for assistance.

Storage Tank Registration Submissions

From the e-permitting Home Page, click on the Storage Tanks module to be taken to the e-permit Dashboard. At the top of the screen, there are two tabs that allow you to perform registration tasks, the **Create Tab** and the **Maintenance Tab**.

Create Tab

The Create Tab allows you to submit registration forms. You can submit a **New Facility Registration**, **Change of Ownership**, or a **Registration Amendment**. To access these registration forms, click on the **Create** tab along the top of your screen, then hover over **Storage Tank Registration** in the drop-down menu. Click on **Amend Existing Facility**, **Change of Ownership** or **Initial – New Facility**.



Amend Existing Facility

To amend an existing facility, select the Tank Owner and/or Facility you would like to submit the amendment for and click **Continue**.

Facility Selection

Purpose of Submittal*

Select the Tank Owner*

Select the facility you would like to alter*

You will be taken to the e-permit Authorization Overview screen:

ePermit Authorization Overview

Select the areas below which you would like to amend and click Save.

Storage Tank Registration - Amend Existing Facility

Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	Tank Owner Information		03/25/2022
<input checked="" type="checkbox"/>	Site Information		
<input type="checkbox"/>	Facility Information		
<input type="checkbox"/>	Responsible Official Contact Information		
<input type="checkbox"/>	Storage Tank Information		

General Attachments(0)

Date Added	Document Name	Document Type	Description	Edit	Delete	Download
No attachments to display						

Note: You will notice several different symbols next to the module names, listed under the **Status** column. Modules that have been filled out and passed their Completeness Checks will have a green check mark. A black triangle next to a module means there is information missing that must be entered before the amendment can be submitted. A red X is okay – it appears next to unselected modules.

Select the modules you would like to complete based on the information you are amending according to the following:

Select the Tank Owner Information module if you are:

- Changing the tank owner mailing address
- Changing the tank owner contact information
- Changing the property owner information

Select the Site Information module if you are:

- Changing the site name
- Changing the site address
- Changing the site contact information
- Changing the NAICS information

Select the Facility Information module if you are:

- Changing the facility name
- Changing the facility address
- Changing the facility operator information

Select the Responsible Official Contact Information module if you are:

- Changing the responsible official name and/or contact information
- Changing the invoice contact information

Note – Changing contact information can also be performed through the simpler Maintenance tab, see page 31.

Select the Storage Tank Information module if you are:

- Changing tank status
- Changing tank substance
- Adding a tank
- Removing a tank

Once the modules are selected, you will be able to click on the name of each module to fill out the required information. When you have finished entering and/or editing the information in the module, click **Save** and then **Completeness Check**. Modules must pass the completeness check to **Continue**.

Once all your chosen modules are complete, click **Final Completeness Check** at the bottom of the Overview screen. Once the final completeness check has passed, click **Submit** for the registration to be sent to the Storage Tanks office for processing. Once DEP has reviewed your application you will receive an email with further instructions on what to do next.

Change of Ownership

To Change Ownership, select the New Tank Owner from the drop down menu and enter the facility ID number you took ownership of. Then select **Load Facility Info**.

Client Selection

Select the New Tank Owner*

Select Facility (Change of Ownership)

Enter the Facility ID of the facility (XX-XXXXX) you took ownership of*

Note: if you do not find the correct New Tank Owner listed, you will need to complete e-permitting self-enrollment as the new owner or contact DEP to have the new owner record created and linked to your Greenport profile.

Facility info will automatically populate, and you will be asked if the above facility is the correct facility to transfer ownership. Click **yes** if its correct. If its not correct, click **no** and enter the correct facility ID number.

Next, are you taking ownership of all the tanks at this facility. Click **yes** if its correct and then **continue**.

Is the above facility the correct facility to transfer ownership?* Yes No

Are you taking ownership of all the tanks at this facility?* Yes No

You will be taken to the e-permit Authorization Overview screen:

There are 5 modules: Tank owner information, site information, facility information, responsible official contact information, and change of ownership information.

ePermit Authorization Overview

Storage Tank Registration - Change of Ownership

[View All Modules](#)

Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	Tank Owner Information	⊗	
<input checked="" type="checkbox"/>	Site Information	⊗	
<input checked="" type="checkbox"/>	Facility Information	⊗	
<input checked="" type="checkbox"/>	Responsible Official Contact Information	⊗	
<input checked="" type="checkbox"/>	Change of Ownership Information	⊗	

General Attachments(0)

Date Added	Document Name	Document Type	Description	Edit	Delete	Download
No attachments to display						

[Final Completeness Check](#) [Submit](#) [Back](#)

Tank Owner information Module:

Click the blue hyper link to open the tank owner information. This will auto populate with the New Owner Information. Greyed out areas cannot be changed/updated.

Note: You will notice several different symbols next to the module names, listed under the **Status** column. Modules that have been filled out and passed their Completeness Checks will have a green check mark. A black triangle next to a module means there is information missing that must be entered before the Change of Ownership can be submitted. A red X is okay – it appears next to unselected modules; this will change as you click the corresponding blue hyperlinks and enter the required information.

Is the Property Owner information the same as the Tank Owner? Click **yes** if that is correct. When you have finished entering and/or editing the information in the module, click **Save** and then **Completeness Check** and then **Continue** if everything is complete for this module.

Modules must pass the completeness check in order to submit the change of ownership form.

If the Property owner and Tank owner info is not the same click **no** and enter the property owner information into required fields.

When you have finished entering and/or editing the information in the module, click **Save** and then **Completeness Check** and then **Continue** if everything is complete for this module. Modules must pass the completeness check in order to submit the change of ownership form.

The completeness check will let you know if you missed something.

The screenshot shows a web form with two main sections. The first section, titled "Property Owner Information", contains a question: "Is the Property Owner Information the same as the Tank Owner?" with radio buttons for "Yes" (selected) and "No". The second section, titled "Tank Owner Information Attachments (0)", contains a table with columns: "Date Added", "Document Name", "Document Type", "Description", "Edit", "Delete", and "Download". The table is currently empty, displaying "There are no items to display". Below the table is a link "Upload New Attachment". At the bottom of the form are four buttons: "Save", "Completeness Check", "Back", and "Continue" with a right-pointing arrow.

Date Added	Document Name	Document Type	Description	Edit	Delete	Download
There are no items to display						

[Upload New Attachment](#)

[Save](#) [Completeness Check](#) [Back](#) [Continue →](#)

All the modules will have a section at the bottom where you can upload documents. The only module that has an upload requirement is the last module **Change of Ownership Information**.

Site information Module:

This is site information for the facility location which will automatically populate. You cannot change the greyed-out areas.

Enter site contact required fields.

Site Contact Information

Site Contact Last Name*	<input type="text"/>				
Site Contact First Name*	<input type="text"/>				
Site Contact Middle Initial	<input type="text"/>				
Site Contact Suffix	<input type="text"/>				
Site Contact Title	<input type="text"/>				
Site Contact Firm	<input type="text"/>				
Mailing Address Line 1*	<input type="text"/>				
Mailing Address Line 2	<input type="text"/>				
City*	<input type="text"/>	State*	<input type="text" value="Pennsylvania"/>	Zip code*	<input type="text"/>
Country	<input type="text" value="United States"/>				
Email	<input type="text"/>				

You will need to select the Site to Tank Owner Relations from the drop-down menu. Then click **Save**, **Completeness Check**, then **Continue** if everything is correct.

Additional Site Information

NAICS	<input type="text"/>	<input type="text"/>
NAICS Code	There are no items to display	
Add NAICS Code		
Site to Tank Owner Relationship*	<input type="text" value="Agent for Owner or Operator"/>	<input type="text"/>

Agent for Owner or Operator
Contractor for Owner or Operator
Lessee
Lessee/Operator
Operator
Other

Save Completeness Check Back Previous Continue

Facility Information Module:

This will also automatically populate with the facility information. There are 2 fields you can update/change and that is "Facility Name" and "Facility Kind". Other fields are greyed out.

If the **Latitude** and **Longitude** does not automatically populate and you are asked to enter this required information this is what you will see:

To find your facility's Latitude and Longitude you can use a GPS device/unit or [Google Maps](#).

Note: To use [Google Maps](#), type the facility's complete address in the search bar. This will bring up a red pin drop on the map. Right click red pin to obtain the latitude and longitude.

Next, Horizontal Collection Method Code – Select whether you used Google or GPS to determine the latitude and longitude.

Latitude* Longitude*

All points should be provided in NAD 83 and reported to at least 4 decimal places, with a maximum of 6.

Horizontal Collection Method Code*

Is the Facility Operator the same as the Owner?* Yes No

GOGLE

GPS

If the Facility Operator is the same as the owner click yes, **Save**, and **Completeness Check**. If everything is complete, click **Continue**.

Is the Facility Operator the same as the Owner?* Yes No

If the facility operator is not the same as the owner click **No** and enter the facility operator information in the required fields. Click **Save** and **Completeness Check**. If everything is complete **Continue** to next page.

Is the Facility Operator the same as the Owner?* Yes No

Facility Operator First Name* Middle Initial Facility Operator Last Name*

Facility Operator Title

Telephone #* Ext.

Email*

FAX

Responsible Official Contact Information Module:

Enter contact information for the Responsible Official. This individual will receive all DEP Storage Tank-related correspondence unless a separate invoice contact is selected.

ePermit Module Detail - Responsible Official Contact Information

Responsible Official Contact Information

First Name*	<input type="text"/>	Middle Initial	<input type="text"/>	Last Name*	<input type="text"/>
Title	<input type="text"/>				
Contact Firm	<input type="text"/>				
Street # and Name or P.O. Box*	<input type="text"/>				
Address Line #2	<input type="text"/>				
City*	<input type="text"/>	State*	<input type="text" value="Pennsylvania"/>	Zip code*	<input type="text"/>
Country	<input type="text" value="United States"/>				
Telephone #	<input type="text"/>	Ext.	<input type="text"/>		
Email*	<input type="text"/>				
FAX	<input type="text"/>				
Should the invoice be sent to the same address as listed above?*	<input type="radio"/> Yes <input type="radio"/> No				

At the bottom of page click **yes** if the invoices should be sent to the same address to what is listed above. Click **Save** and **Completeness Check**. If everything is complete **Continue** to next page.

If answer is **no**, enter the required information for who and where the invoices should be sent to. Click **Save** and **Completeness Check**. If everything is complete, **Continue** to next section.

Should the invoice be sent to the same address as listed above?* Yes No

First Name*	<input type="text"/>	Middle Initial	<input type="text"/>	Last Name*	<input type="text"/>
Title	<input type="text"/>				
Contact Firm	<input type="text"/>				
Street # and Name or P.O. Box*	<input type="text"/>				
Address Line #2	<input type="text"/>				
City*	<input type="text"/>	State*	<input type="text" value="Pennsylvania"/>	Zip code*	<input type="text"/>
Country	<input type="text" value="United States"/>				
Telephone #	<input type="text"/>	Ext.	<input type="text"/>		
Email*	<input type="text"/>				
FAX	<input type="text"/>				

Change of Ownership Information Module:

You will need to upload either the signature page document with previous owners' signature or the deed of transfer/proof of ownership.

Note: Wait until you run the **Completeness Check** before uploading. A specific upload link will be provided.

Enter the date of sale/transfer. The transfer date cannot be in the future.

Is the previous owner's signature available? If **Yes**, click the blue hyperlink **Signature Page Template**. This will open a Word document that you will need to download complete. The *Previous Owners Signature* must be either handwritten or a verified digital signature (e.g. Docusign, Adobe). Once complete, upload to the application.

ePermit Module Detail - Change of Ownership Information

Change of Ownership Information

Date of sale/transfer

Is the previous owner signature available?* Yes No

Attach the Signature Page. [Signature Page Template](#)

Change of Ownership Information Attachments (0)

Date Added	Document Name	Document Type	Description	Edit	Delete	Download
There are no items to display						

[Upload New Attachment](#)

[Save](#) [Completeness Check](#) [Back](#) [← Previous](#)

If **No**, upload a copy of the deed or other documentation showing the transfer date.

This is the Previous Owners Signature Page:

ose Download file if you want to use it later.

Download file

Previous_owner_signature_page ▾

Accessibility Mode

Previous Owner Signature Page

CHANGE OF OWNERSHIP INFORMATION

OWNERSHIP CHANGE TO - Client information is noted in Tank Owner Information module.

OWNERSHIP CHANGE FROM (previous owner information)

Name _____
Employer ID# (EIN) or SSN _____
Mailing Address Line 1 _____
Mailing Address Line 2 _____
Address Last Line - City _____ State _____ ZIP+4 _____
Previous Facility ID# _____

DATE OF SALE/TRANSFER

SIGNATURE & CERTIFICATION OF PREVIOUS OWNER

Previous owner's signature is not available. As required, the "new" owner Yes No N/A has attached a deed of transfer or other proof of ownership to this application.

I have reviewed this form for submission to the Department. I certify under penalty of law as provided in 18 PA. C.S.A. §4903 (relating to false swearing) and 18 PA. C.S.A. §4904 (relating to unsworn falsification to authorities), that I have the authority to sign this Section for the transfer of permit or registration for the storage tanks listed herein. Further, I certify that all information provided in Section V is true, accurate and complete to the best of my knowledge and belief.

Type or Print Previous Owner Name _____

Previous Owner Signature _____ Title _____ Date _____

Once attachment is uploaded to change of ownership module, click **Save** and **Completeness Check**. If everything is complete you will see this page:

The screenshot shows a web application interface with a dark blue header. A white dialog box titled "Module Validation Messages" is open, displaying three validation sections, each with a green header and a table of results:

- Required Field Validation:** A table with columns "Status", "Section Name", and "Line Item". It contains one row: Status: Validated Successfully.
- Business Rule Validation:** A table with columns "Status", "Type", and "Message". It contains one row: Status: Validated Successfully.
- Details Validation:** A table with columns "Status" and "Message". It contains one row: Status: All detail modules are completed.

A "Close" button is located at the bottom right of the dialog box. Below the dialog box, a dark green bar shows "Change of Ownership Information Attachments (1)" and a "Download All" button.

Click **Close**, and then click **Back**.

ePermit Authorization Overview

Storage Tank Registration - Change of Ownership

[View All Modules](#)

Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	Tank Owner Information	✔	01/24/2024
<input checked="" type="checkbox"/>	Site Information	✔	01/24/2024
<input checked="" type="checkbox"/>	Facility Information	✔	01/24/2024
<input checked="" type="checkbox"/>	Responsible Official Contact Information	✔	01/24/2024
<input checked="" type="checkbox"/>	Change of Ownership Information	✔	01/24/2024

General Attachments(0)

Date Added	Document Name	Document Type	Description	Edit	Delete	Download
No attachments to display						

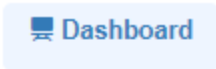
[Upload New Attachment](#)

[Final Completeness Check](#) [Submit](#) [Back](#)

Once all your Modules are complete click **Final Completeness Check** at the bottom of the Overview screen. Once the final completeness check has passed, if everything is completed click ok. Once the final completeness check has passed click **“Submit”** for the registration to be sent to the Storage Tanks office for processing. Once DEP has reviewed your application you will receive an email with further instructions or information.

Correction notice:

After DEP reviews your application, if corrections are needed to your application before it can be processed you will receive an email notifying you of this. You will need to log into your Greenport account and from your Dashboard there will be a new **Correction Required** tab. Click the **Correction Required** Tab.



ePermit Dashboard

[Drafts \(2\)](#) [Correction Required \(1\)](#) [Pending \(7\)](#) [Completed \(4\)](#)

Client ID

Under **Pending Corrections** click the blue hyper link – **View Document**.

Note: *If you need or are requested to you may withdraw your application from this tab as well.*

Submission Type	Pending Corrections	Last Modified Date	Grant Access	Edit	Withdraw	Return to Installer for Correction
Storage Tank Registration	View Document	03/07/2024				

Under Correction Detail will be comments/directions on what you need to do. You can also click **Download Correction Notice** tab if you want to view the entire document.

Correction Notice

Due Date: 03/14/2024
Correction Type: Review

Correction Checklist

Module/Area	Correction Detail	Corrected
Change of Ownership Information	Please upload the correct UST Class A/B Operator training certificate.	<input type="checkbox"/>

[Download Correction Notices](#) [Save](#) [Back to Overview](#)

Before completing the corrections, click/check the box under **Corrected** then click **Save**.

Correction Notice

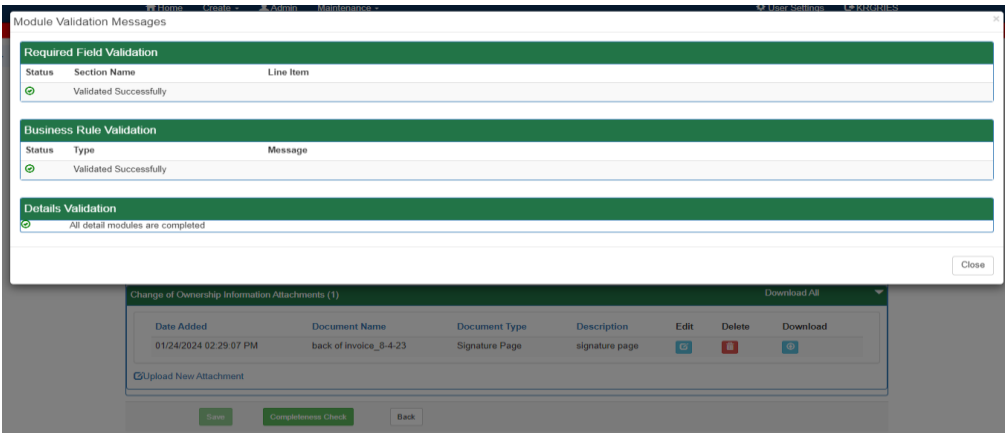
Due Date: 03/14/2024
Correction Type: Review

Correction Checklist

Module/Area	Correction Detail	Corrected
Change of Ownership Information	Please upload the correct UST Class A/B Operator training certificate.	<input checked="" type="checkbox"/>

[Download Correction Notices](#) [Save](#) [Back to Overview](#)

The box will automatically close once you save it. You will need to click **View Document** again. The **Module/Area** will have a blue hyperlink below it. You will need to click this to go into the Module/Modules that need to be corrected. Once the changes have been made to the module click **Save** then **Completeness Check**. If all areas are complete click close.



Then click the back button and you will see this page once all the corrections have been completed. Once all your Modules are complete click **Final Completeness Check** at the bottom of the Overview screen. Once the final completeness check has passed, if everything is completed click ok. Once the final completeness check has passed click **Submit** for the registration to be sent to the Storage Tanks office for processing. Once DEP has reviewed your application you will receive an email with further instructions or information.

ePermit Authorization Overview

Storage Tank Registration - Change of Ownership

Current Version [View All Modules](#)

Included	Go To	Status	Completed	Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	Correction Notice		03/07/2024	<input checked="" type="checkbox"/>	Facility Information		03/07/2024
<input checked="" type="checkbox"/>	Tank Owner Information		03/07/2024	<input checked="" type="checkbox"/>	Responsible Official Contact Information		03/07/2024
<input checked="" type="checkbox"/>	Site Information		03/07/2024	<input checked="" type="checkbox"/>	Change of Ownership Information		03/07/2024

General Attachments(0)

Date Added	Document Name	Document Type	Description	Edit	Delete	Download
No attachments to display						

[Upload New Attachment](#)

Final Completeness Check
[Submit](#)
[Back](#)

New Facility

To register a new facility, select the Tank Owner you would like to submit the registration for and click **Continue**.

Facility Selection

Purpose of Submittal*

Select the Tank Owner*

[Continue](#) [Back](#)

For a new facility, all the modules must be completed. Click on the name of each module to fill out the required information.

ePermit Authorization Overview

Storage Tank Registration - Initial - New Facility

[View All Modules](#)

Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	Tank Owner Information	✔	02/15/2024
<input checked="" type="checkbox"/>	Site Information	⊘	
<input checked="" type="checkbox"/>	Facility Information	⊘	
<input checked="" type="checkbox"/>	Responsible Official Contact Information	⊘	
<input checked="" type="checkbox"/>	Storage Tank Information	⊘	

General Attachments(0)

Date Added	Document Name	Document Type	Description	Edit	Delete	Download
No attachments to display						

[Upload New Attachment](#)

[Final Completeness Check](#) [Submit](#) [Back](#)

Note: You will notice several different symbols next to the module names, listed under the **Status** column. Modules that have been filled out and passed their Completeness Checks will have a green check mark. A black triangle next to a module means there is information missing that must be entered before the Change of Ownership can be submitted. A red X is okay – it appears next to unselected modules; this will change as you click the corresponding blue hyperlinks and enter the required information.

Tank Owner Information module:

Tank owner information will automatically populate. Greyed out areas cannot be changed. Enter the required information.

Is the Property Owner Information the same as the Tank Owner? If **Yes**, click **Save**, then **Completeness Check**, and if everything is correct click **Continue**.

Property Owner Information

Is the Property Owner Information the same as the Tank Owner?* Yes No

Tank Owner Information Attachments (0)

Date Added	Document Name	Document Type	Description	Edit	Delete	Download
There are no items to display						

[Upload New Attachment](#)

If **No**, enter the required information, then click **Save**, **Completeness Check** and if everything is correct click **Continue**.

Property Owner Information

Is the Property Owner Information the same as the Tank Owner?* Yes No

Property Owner Last Name*

Property Owner First Name*

Property Owner Middle Initial

Property Owner Suffix

Property Owner Title

Property Owner Firm

Mailing Address Line 1*

Mailing Address Line 2

City* State* Zip code*

Country

Email

Site Information module:
Enter Site Name and site address.

Site Information

DEP Site ID

Site Name*

EPA ID

Estimated Number of Employees at Present Site

Description of Site

Site Location*

Primary ↓	County(ies)	Municipality(ies)	Delete
There are no items to display			

[Add Location](#)

Site Address Line 1*

Site Address Line 2

City* State* Zip Code*

Detailed written directions to Site

Enter the site contact information

Site Contact Information

Site Contact Last Name*

Site Contact First Name*

Site Contact Middle Initial

Site Contact Suffix

Site Contact Title

Site Contact Firm

Mailing Address Line 1*

Mailing Address Line 2

City* State* Zip code*

Country

Email

Select from the drop-down menu the Site to Tank Owner Relationship

Additional Site Information

NAICS

NAICS Code	Priority	Delete
There are no items to display		

[Add NAICS Code](#)

Site to Tank Owner Relationship

- Agent for Owner or Operator
- Contractor for Owner or Operator
- Lessee
- Lessee/Operator
- Operator
- Other

Click **Save**, **Completeness Check** and if everything is correct click **Continue**.

Facility Information module:

Enter the required information. To find your facility's Latitude and Longitude you can use a GPS device/unit or [Google Maps](#).

Note: To use [Google Maps](#), type the facility's complete address in the search bar. This will bring up a red pin drop on the map. Right click red pin to obtain the latitude and longitude.

Next, Horizontal Collection Method Code – Select whether you used Google or GPS to determine the latitude and longitude.

Is the Facility Operator the same as the Owner? If **Yes**, click **Save**, then **Completeness Check**, and if everything is correct click **Continue**.

Facility Information

Facility ID: Pending

Facility Name*:

Facility Kind*:

Facility Address Line 1*:

Facility Address Line 2*:

City*: State*: Pennsylvania Zip code*:

Latitude*: Longitude*:

All points should be provided in NAD 83 and reported to at least 4 decimal places, with a maximum of 6.

Horizontal Collection Method Code*:

Is the Facility Operator the same as the Owner?* Yes No

If **No**, enter the required information, then click **Save, Completeness Check** and if everything is correct click **Continue**.

Is the Facility Operator the same as the Owner?* Yes No

Facility Operator First Name* Middle Initial Facility Operator Last Name*

Facility Operator Title

Telephone #* Ext.

Email*

FAX

Responsible Official Contact Information module:

Enter the required information.

Should the Invoice be sent to the same address as listed above? If **Yes**, click **Save**, then **Completeness Check**, and if everything is correct click **Continue**.

Responsible Official Contact Information

First Name* Middle Initial Last Name*

Title

Contact Firm

Street # and Name or P.O. Box*

Address Line #2

City* State* Zip code*

Country

Telephone # Ext.

Email*

FAX

Should the invoice be sent to the same address as listed above?* Yes No

If **No**, enter the required information, then click **Save, Completeness Check** and if everything is correct click **Continue**.

Should the invoice be sent to the same address as listed above?*

Yes No

First Name*

Middle Initial

Last Name*

Title

Contact Firm

Street # and Name or P.O. Box*

Address Line #2

City*

State*

Pennsylvania

Zip code*

Country

United States

Telephone #

Ext.

Email*

FAX

Save

Completeness Check

Back

← Previous

Continue →

Storage Tank Information module:

If you have an above ground Storage tank click **Add Aboveground Tank** blue link.

The screenshot displays the 'Storage Tank Information' module interface. It features two main sections: 'Aboveground Tanks' and 'Underground Tanks'. Each section contains a table with the following columns: Tank #, Previous Status, New Status, Type, Install Date, Change of Status Date, Capacity (Gallons), Substance, CERCLA Name, CAS#, Exempt Reference Code, Change initiated by, Edit, and Delete. Both tables currently show 'There are no items to display'. Below each table is a blue link to 'Add Aboveground Tank' and 'Add Underground Tank' respectively.

Note: Each tank will have to be added separately.

This will bring you a drop-down menu for New Status of tank. Select the appropriate status. If tank is in C or T status you will need to enter tank detail.

The screenshot shows the 'Add New Aboveground Tank' form. The 'New Status*' field is highlighted, and a dropdown menu is open, displaying the following options: C - Currently in Use (highlighted in blue), P - Permanently Closed, R - Removed, and T - Temporarily Out of Service. The background shows the 'Storage Tank Information' module interface.

Enter the tank details:

Tank Details

Tank # 001A

Previous Status n/a

New Status* C - Currently in Use

Type Aboveground Storage Tank

Construction Type*

Install Date*

Capacity (gallons)*

Substance

Substance Begin Date

Flammable & Combustible Liquid Permit # (if applicable)

Tank Construction & Corrosion Protection

Tank Manufacturer

Tank Model

Aboveground Piping Construction & Corrosion Protection

Select One or More

- Carbon Steel
- Cathodically Protected Metallic
- Copper
- Single Wall Fiberglass
- Single Wall Flexible (Non-Metallic)
- PVC
- None
- Double Wall - Metallic Primary
- Double Wall - Rigid (FRP) Primary
- Double Wall - Flexible Primary
- Stainless Steel
- Other

Piping Manufacturer

Piping Model

Product Delivery System

Select One or More

- Suction: Check valve at pump
- Suction: Check valve at tank
- Pressure
- Gravity Fed
- None

Spill Prevention

Overfill Prevention

Select One or More

- Overfill Alarm
- Fill In Less Than 25 Gallons (Exempt)
- Drop Tube Shutoff Device
- None
- Yes

Emergency Containment

Secondary Containment

Stage 1 Vapor Recovery

Tank Supplies Emergency Generator

Once finished entering information click **Save**, then **Completeness Check**, and if everything is correct click **Continue**.

If you have an **Underground storage tank**, click the **Add Underground Tank** blue link

Underground Tanks

Tank #	Previous Status	New Status	Type	Install Date	Change of Status Date	Capacity (Gallons)	Substance	CERCLA Name	CAS#	Exempt Reference Code	Change initiated by	Edit	Delete
There are no items to display													

[Add Underground Tank](#)

Select the Underground tank status from the drop-down menu then click Save. If tank is in C or T status you will need to enter tank details.

Add New Underground Tank

New Status*

- C - Currently in Use
- P - Permanently Closed
- R - Removed
- T - Temporarily Out of Service**

Tank #	Previous Status	New Status	Type	Install Date	Change of Status Date	Capacity (Gallons)	Substance	Name	CAS#	Code	initiated by	Edit	Delete
--------	-----------------	------------	------	--------------	-----------------------	--------------------	-----------	------	------	------	--------------	------	--------

Enter the Tank Details required information

Tank Details	
Tank #	001
Previous Status	n/a
New Status*	C - Currently in Use
Type	Underground Storage Tank
Construction Type*	
Install Date*	
Capacity (gallons)*	
Substance	
Substance Begin Date	
Flammable & Combustible Liquid Permit # (if applicable)	
Tank Construction & Corrosion Protection	
Tank Manufacturer	
Tank Model	
Underground Piping Construction - Single/Inner Wall	
Single/Inner Wall Piping Model	
Underground Piping Construction - Outer Wall	
Outer Wall Piping Manufacturer	
Outer Wall Piping Model	
Product Delivery System	
Select One or More	
<input type="checkbox"/> Suction: Check valve at pump	
<input type="checkbox"/> Suction: Check valve at tank	
<input type="checkbox"/> Pressure	
<input type="checkbox"/> Gravity Fed	
<input type="checkbox"/> None	
Spill Prevention	
Overfill Prevention	
<input type="checkbox"/> Overfill Alarm	
<input type="checkbox"/> Fill In Less Than 25 Gallons (Exempt)	
<input type="checkbox"/> None	
<input type="checkbox"/> Drop Tube Shutoff Device	
Stage 1 Vapor Recovery	

Tank-top Containment Sumps Present (Product Piping Only)

Under-dispenser Containment Present

Line Leak Detector Shuts Off Pump

Tank Supplies Emergency Generator

Underground Tank Details Attachments (0)

Date Added	Document Name	Document Type	Description	Edit	Delete	Download
There are no items to display						

[Upload New Attachment](#)

Once finished entering information click **Save**, then **Completeness Check**, and if everything is correct click **Continue**.

If you have an underground storage tank in C Status you will need to enter the UST Class A, B, C Operator Information.

Are the Class A and Class B Operator the Same? If yes nothing else is needed here. If no, you will need to enter the Class B Operator Information.

UST Class A,B,C Operator Information

Class A Operator First Name Middle Initial Last Name

Street # and Name or P.O. Box*

Address Line #2

City* State Zip code*

Country

Telephone # Ext.

Email

Are the Class A and Class B Operator the same?*

If an underground tank is changed to C status the Class C Operators*

First Name*	Last Name*	Training Provided By*	Training Date (most recent)*	Edit	Delete
There are no items to display					

[Add Class C Operator](#)

To enter Class C Operator, click on the **Add Class C Operator** blue hyper link to add the information

The **Installer/Remover and/or Inspector Certification** document must be attached/uploaded. First, run the **Completeness Check** and the application will provide upload links for this document and the UST Class A and B Operator training certificates if required.

INSTALLER / REMOVER CERTIFICATION							
<p>This section must be completed by the certified tank handler(s) who is responsible for the installation or removal from service of the aboveground and underground storage tank systems listed in Section VI. Tank modification activity must be submitted on a "Tank Modification Report" form.</p> <p>SIGNATURE & CERTIFICATION OF INSTALLER(S) / REMOVER(S)</p> <p>As the certified tank handler responsible for the tank handling activities in the category or categories listed, I certify that all tank handling activities were conducted in compliance with the design, installation and operation standards of the Storage Tank and Spill Prevention Act of 1989 and all applicable regulations. I also certify, under penalty of law as provided in 18 PA C.S.A. 4904 (relating to unsworn falsification to authorities), that the information provided therein is true, accurate and complete to the best of my knowledge and belief.</p>							
Tank#	Installer/Remover Name	Construction Standard	Individual Certification#	Certification Category	Company Certification#	Installer/Remover Signature	Date
INSPECTOR CERTIFICATION							
<p>This section must be completed by the DEP Certified Tank Inspector(s) who is responsible for verifying the installation standards for field constructed tanks and aboveground tanks greater than 21,000 gallons listed in Section VI. (Type or Print legibly) A DEP Certified Inspector may also be responsible for inspecting existing ASTs which are entering regulated service for the first time with no tank handling activities.</p> <p>SIGNATURE & CERTIFICATION OF INSPECTOR(S)</p> <p>As the certified tank inspector responsible for verifying tank handling activities and construction standards, I certify that the tank(s) listed below are constructed to appropriate industry standards and, if applicable, to manufacturer's specifications; that the tank(s) have been tested as required by industry standards; and that the tank(s) meet or exceed applicable design and operating standards; and are in compliance with the requirements of the Storage Tank and Spill Prevention Act of 1989, and all applicable regulations. I also certify under penalty of law as provided in 18 PA C.S.A. 4904 (relating to unsworn falsification to authorities), that the information provided herein is true, accurate and complete to the best of my knowledge and belief.</p>							
Tank#	Inspector Name	Construction Standard	Individual Certification#	Certification Category	Company Certification#	Inspector Signature	Date

Installer/Remover and Inspector Information

The Installer/Remover and/or Inspector Certification document must be attached. A template may be downloaded to the right. Upload below.

[Installer/Remover Certification Template](#)

Storage Tank Information Attachments (0)

Date Added	Document Name	Document Type	Description	Edit	Delete	Download
There are no items to display						

[Upload New Attachment](#)

Save
Completeness Check
Back
← Previous

Once finished entering information click **Save**, then **Completeness Check**, and if everything is correct click **Continue**.

When they have all been completed, click **Final Completeness Check** at the bottom of the Overview screen. Once the final completeness check has passed (Status is all green check marks), click **Submit** for the registration to be sent to the Storage Tanks office for processing. Once DEP has reviewed your application you will receive an email with further instructions or information.

ePermit Authorization Overview

Storage Tank Registration - Initial - New Facility
View All Modules

Included	Go To	Status	Completed
<input checked="" type="checkbox"/>	Tank Owner Information	❌	
<input checked="" type="checkbox"/>	Site Information	❌	
<input checked="" type="checkbox"/>	Facility Information	❌	
<input checked="" type="checkbox"/>	Responsible Official Contact Information	❌	
<input checked="" type="checkbox"/>	Storage Tank Information	❌	

General Attachments(0)

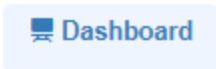
Date Added	Document Name	Document Type	Description	Edit	Delete	Download
No attachments to display						

Upload New Attachment

Final Completeness Check
Submit
Back

Correction Notice:

After DEP reviews your application, if corrections are needed to your application before it can be processed you will receive an email notifying you of this. You will need to log into your Greenport account and from your Dashboard there will be a new **Correction Required** tab. Click the **Correction Required** Tab.



ePermit Dashboard

Drafts (2)
Correction Required (1)
Pending (7)
Completed (4)

Client ID

Under **Pending Corrections** click the blue hyper link – **View Document**.

Note: If you need or are requested to you may withdraw your application from this tab as well.

Submission Type	Pending Corrections	Last Modified Date	Grant Access	Edit	Withdraw	Return to Installer for Correction
Storage Tank Registration	View Document	03/07/2024				

Under Correction Detail will be comments/directions on what you need to do. You can also click **Download Correction Notice** tab if you want to view the entire document.

Correction Notice

Due Date: 03/14/2024
Correction Type: Review

Correction Checklist

Module/Area	Correction Detail	Corrected
Change of Ownership Information	Please upload the correct UST Class A/B Operator training certificate.	<input type="checkbox"/>

[Download Correction Notices](#) [Save](#) [Back to Overview](#)

Before completing the corrections, click/check the box under **Corrected** then click **Save**.

Correction Notice

Due Date: 03/14/2024
Correction Type: Review

Correction Checklist

Module/Area	Correction Detail	Corrected
Change of Ownership Information	Please upload the correct UST Class A/B Operator training certificate.	<input checked="" type="checkbox"/>

[Download Correction Notices](#) [Save](#) [Back to Overview](#)

The box will automatically close once you save it. You will need to click **View Document** again. The **Module/Area** will have a blue hyperlink below it. You will need to click this to go into the Module/Modules that need to be corrected. Once the changes have been made to the module click **Save** then **Completeness Check**. If all areas are complete click close.

Module Validation Messages

Required Field Validation

Status	Section Name	Line Item
	Validated Successfully	

Business Rule Validation

Status	Type	Message
	Validated Successfully	

Details Validation

All detail modules are completed

[Close](#)

Change of Ownership Information Attachments (1)

Date Added	Document Name	Document Type	Description	Edit	Delete	Download
01/24/2024 02:29:07 PM	back of invoice_8-4-23	Signature Page	signature page			

[Upload New Attachment](#)

[Save](#) [Completeness Check](#) [Back](#)

Then click the back button and you will see this page once all the corrections have been completed. Once all your Modules are complete click **Final Completeness Check** at the bottom of the Overview screen. Once the final completeness check has passed, if everything is completed click ok. Once the final completeness check has passed click **Submit** for the registration to be sent to the Storage Tanks office for processing. Once DEP has reviewed your application you will receive an email with further instructions or information.

ePermit Authorization Overview

Storage Tank Registration - Change of Ownership
▼

Current Version ▼

View All Modules

Included	Go To	Status	Completed	Included	Go To	Status	Completed
☑	Correction Notice	✔	03/07/2024	☑	Facility Information	✔	03/07/2024
☑	Tank Owner Information	✔	03/07/2024	☑	Responsible Official Contact Information	✔	03/07/2024
☑	Site Information	✔	03/07/2024	☑	Change of Ownership Information	✔	03/07/2024

General Attachments(0)
▼

Date Added	Document Name	Document Type	Description	Edit	Delete	Download
No attachments to display						

[Upload New Attachment](#)

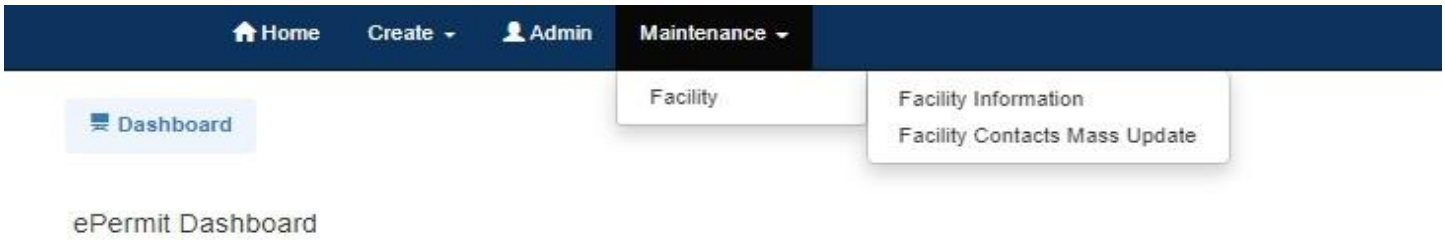
Final Completeness Check

Submit

Back

Maintenance Tab

The Maintenance Tab allows you to perform either a **Facility Information** update or a **Facility Contacts Mass Update**. Click on the **Maintenance** tab along the top of your screen, then hover over **Facility** in the drop-down menu. Click on either **Facility Information** or **Facility Contacts Mass Update**.



Note: the changes made under the Maintenance Tab will be instant, and do not go through the Storage Tanks office for approval.

Facility Information

There are several types of facility information you can update through this tab: Responsible Official, Invoice Contact, UST Class A Operator, and UST Class B Operator.

Clicking on the **Facility Information** button will display a list of all Client IDs and Facilities you manage. If the facilities are not listed, click the **blue plus sign (+)** to the left of the Client ID to show them.

Facility Information	
Client ID	Client Name
+ 99999	CLIENT NAME

Facility Information						
Client ID	Client Name					
- 99999	CLIENT NAME					
Facility Id	Facility Name	Address	City	State	Zip Code	
99-99998	FACILITY NAME	ADDRESS	CITY	PA	ZIP CODE	View
99-99999	FACILITY NAME	ADDRESS	CITY	PA	ZIP CODE	View

Find the facility whose information you wish to update and click the **View** button to the right of the zip code.

This will open the Facility Maintenance dashboard. There are tabs along the top that give you access to all of the above-listed information, as well as a change log summary that shows the history of changes made to the facility information.

Facility Maintenance

Facility Information Responsible Official Invoice Contact Class A Operator Class B Operator Change Log Summary

Facility ID

Facility Name*

Facility Kind*

Facility Address Line 1*

Facility Address Line 2

City* State* Zip code*

Latitude* Longitude*

All points should be provided in NAD 83 and must be reported to 4 decimal places

Horizontal Collection Method Code*

Is the Facility Operator the same as the Owner?* Yes No

Once you have made all the changes you need, click **save**.

Facility Contacts Mass Update

The Facility Contacts Mass Update tab allows you to change the facility contact information for multiple facilities at a time.

Clicking on the **Facility Contacts Mass Update** button will display a list of all Client IDs and Facilities you manage. If the facilities are not listed, click the **blue plus sign (+)** to the left of the Client ID to show them.



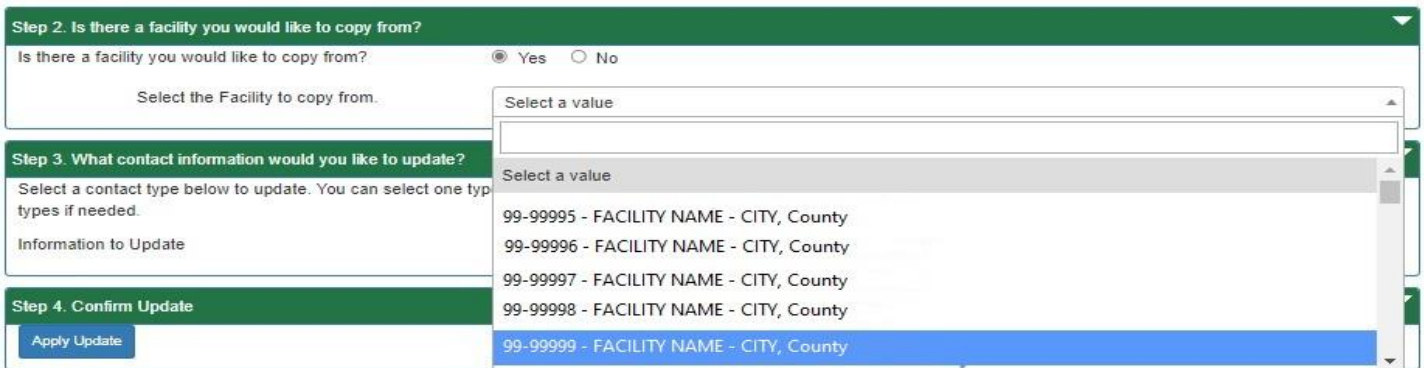
Find the facilities whose contact information you would like to update and click the box to the left of the Facility ID. You may choose multiple facilities, but make sure that every facility you choose will be using the same information as what you will provide.

This Maintenance page will allow you to update some contact information for your facility(ies) directly.

You may update one or more facilities and you have the ability to copy information from one facility to other facilities you have access to.



Once you have chosen all the facilities whose information you are updating, scroll down to the box for Step 2. This box will ask you if there is a facility you would like to copy from. If yes, choose that facility from the drop-down menu that appears.



The next box, Step 3, asks what contact information you are updating. You can only update one type of information at a time, though you are able to perform multiple updates in a row for the same set of facilities without having to re-select them.

The image shows a web interface with two steps. Step 3, titled "Step 3. What contact information would you like to update?", contains a text box labeled "Information to Update" and a dropdown menu. The dropdown menu is open, showing a list of options: "Select a value", "Invoice Contact", "Responsible Official", "Class A Operator", and "Class B Operator". Step 4, titled "Step 4. Confirm Update", contains a blue button labeled "Apply Update".

Once you have selected a module, the box will expand to show the fields you can update. Enter the appropriate information and click “**apply update**” in the Step 4 box.