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.**
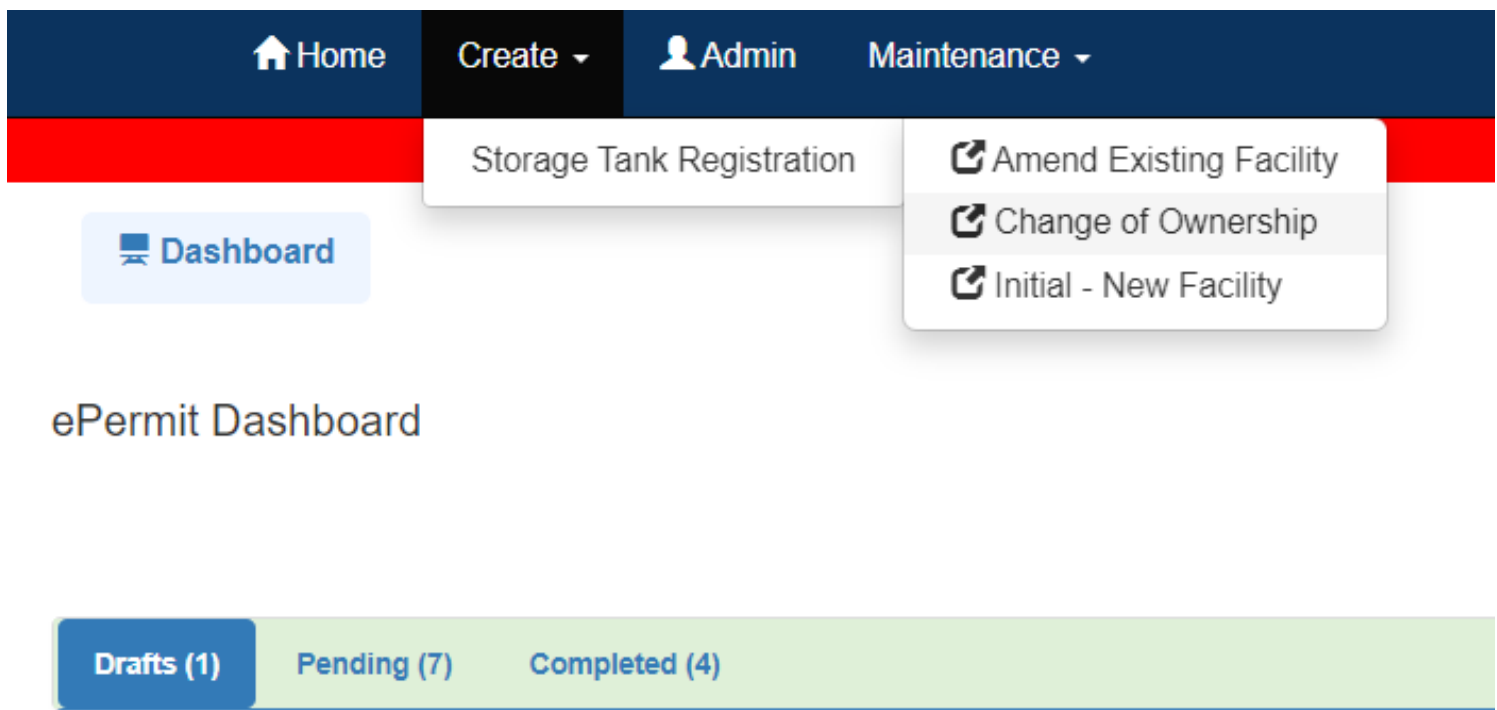
Amend Existing Facility

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

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

*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 owner ship of. Then select **Load Facility Info**.

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**.

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.

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.

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*	
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* Pennsylvania Zip code*
Country	United States
Email	

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	
NAICS Code	Delete
There are no items to display	

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

Site to Tank Owner Relationship*

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.
.

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

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.

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*

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

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

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 →

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:

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

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

ePermit Authorization Overview

Storage Tank Registration - Change of Ownership ▼

		View All Modules

Included	Go To	Status	Completed
☑	Tank Owner Information	⊘	01/24/2024
☑	Site Information	⊘	01/24/2024
☑	Facility Information	⊘	01/24/2024
☑	Responsible Official Contact Information	⊘	01/24/2024
☑	Change of Ownership Information	⊘	01/24/2024

General Attachments(0) ▼

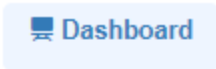| Date Added	Document Name	Document Type	Description	Edit	Delete	Download
No attachments to display						

☑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.
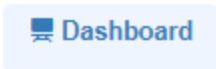
🖥 Dashboard

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.

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

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.

New Facility

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

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

*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* Pennsylvania ▼	Zip code*
Country	United States ▼	
Email		

Site Information module:

Enter Site Name and site address.

Site Information

DEP Site ID	Pending
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* Pennsylvania ▾ 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* Pennsylvania ▾ Zip code* _____

Country United States ▾

Email _____

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

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**.

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	[ ]		

Save   Completeness Check   Back   ← Previous   Continue →

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*	Pennsylvania ▼	Zip code* [ ]
Country	United States ▼			
Telephone #	[ ]	Ext.	[ ]	
Email*	[ ]			
FAX	[ ]			
Should the invoice be sent to the same address as listed above?*	○ Yes ○ No			

Save   Completeness Check   Back   ← Previous   Continue →

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**.

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.

Enter the tank details:

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

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.

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

☐ Suction: Check valve at pump

☐ Suction: Check valve at tank

☐ Pressure

☐ Gravity Fed

☐ None

Spill Prevention	▼

Overfill Prevention

☐ Overfill Alarm

☐ Fill In Less Than 25 Gallons (Exempt)

☐ None

☐ 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

[Save] [Completeness Check] [Back]

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**	Pennsylvania ▾	**Zip code***	
Country	United States ▾				
Telephone #		**Ext.**			
Email					

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

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

No	
Yes	

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

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.

SIGNATURE & CERTIFICATION OF INSTALLER(S) / REMOVER(S)

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.

Tank#	Installer/Remover Name	Construction Standard	Individual Certification#	Certification Category	Company Certification#	Installer/Remover Signature	Date

INSPECTOR CERTIFICATION

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.

SIGNATURE & CERTIFICATION OF INSPECTOR(S)

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.

Tank#	Inspector Name	Construction Standard	Individual Certification#	Certification Category	Company Certification#	Inspector Signature	Date

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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.

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.

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.

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

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.
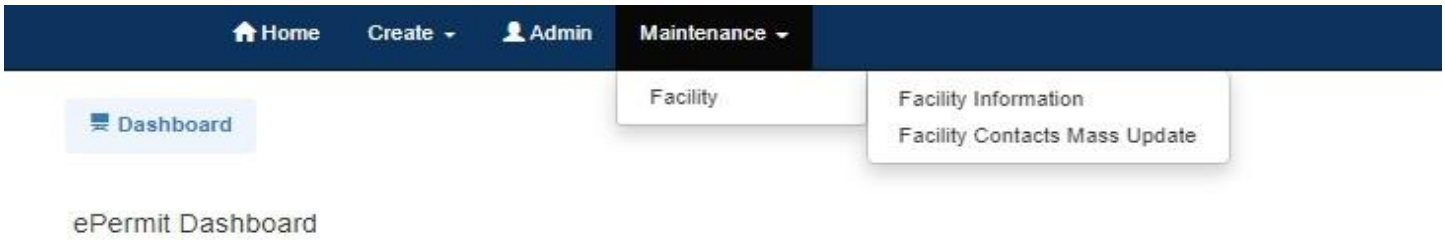
Maintenance Tab

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.

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.

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.
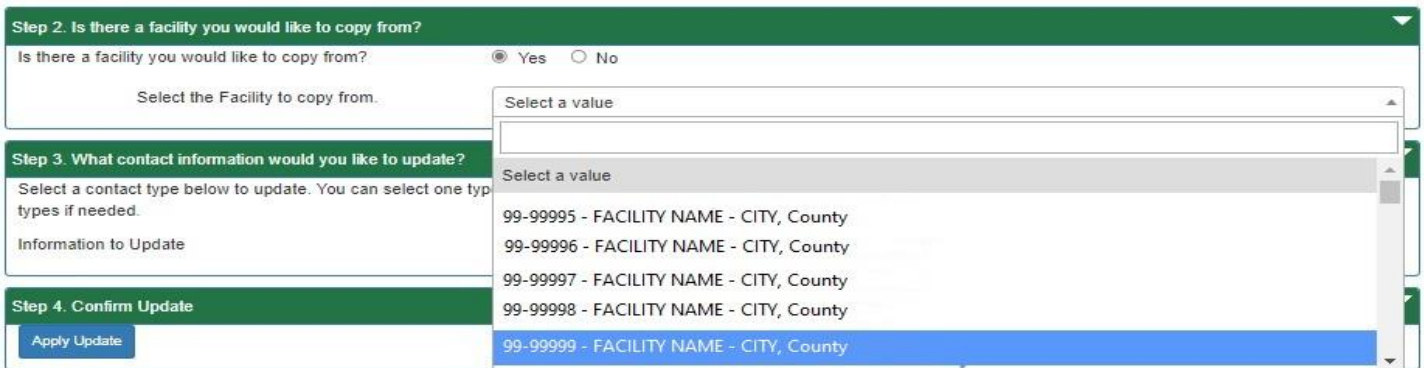

Find the facilities whose contact information you would like to update and click the box to the left of the Facility ID. You may choose multiple facilities, but make sure that every facility you choose will be using the same information as what you will provide.

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.

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.