

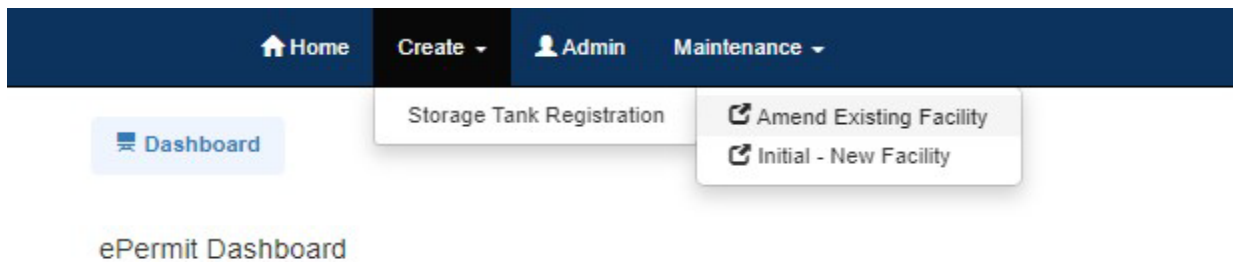
E-permitting User Guide

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**.

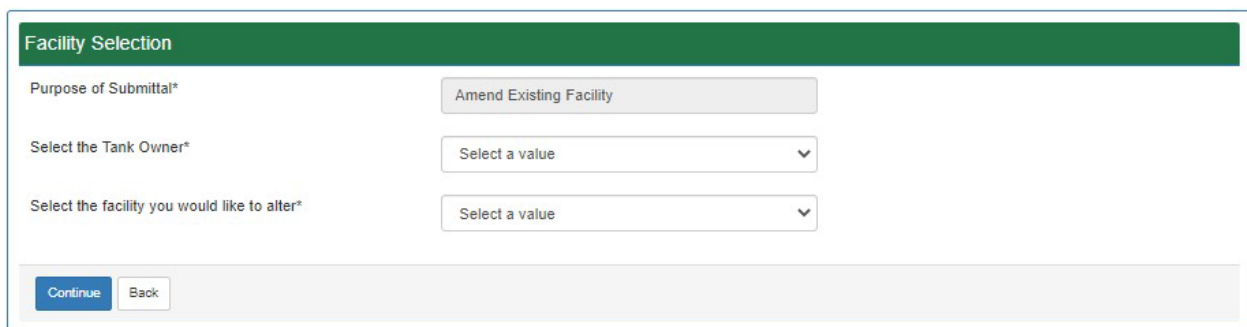
Create Tab

The Create Tab allows you to submit registration forms. You are able to submit a **New Facility Registration** or a **Registration Amendment**. To access either of 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 either **Amend Existing Facility** or **Initial – New Facility**.



Amend Existing Facility

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

The image shows a screenshot of a web form titled 'Facility Selection'. The form has a green header bar with the title. Below the header, there are three rows of input fields. The first row is labeled 'Purpose of Submittal*' and has a text input field containing 'Amend Existing Facility'. The second row is labeled 'Select the Tank Owner*' and has a dropdown menu with 'Select a value' and a downward arrow. The third row is labeled 'Select the facility you would like to alter*' and has a dropdown menu with 'Select a value' and a downward arrow. At the bottom of the form, there are two buttons: a blue 'Continue' button and a white 'Back' button.

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.

The screenshot displays the 'Storage Tank Registration - Amend Existing Facility' interface. It features a table with columns for 'Included', 'Go To', 'Status', and 'Completed'. The 'Included' column has checkboxes for each module. The 'Status' column shows icons: a green checkmark for 'Tank Owner Information', a black triangle for 'Site Information', and a red X for 'Facility Information', 'Responsible Official Contact Information', and 'Storage Tank Information'. The 'Completed' column shows the date '03/25/2022' for the 'Tank Owner Information' module. Below the table is a 'General Attachments(0)' section with a table header including 'Date Added', 'Document Name', 'Document Type', 'Description', 'Edit', 'Delete', and 'Download'. A 'No attachments to display' message is shown. At the bottom, there are buttons for 'Final Completeness Check', 'Submit', and 'Back'.

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	✘	

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

Upload New Attachment

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 5.

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 of 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.

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*

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

ePermit Authorization Overview

Storage Tank Registration - Initial - New Facility

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

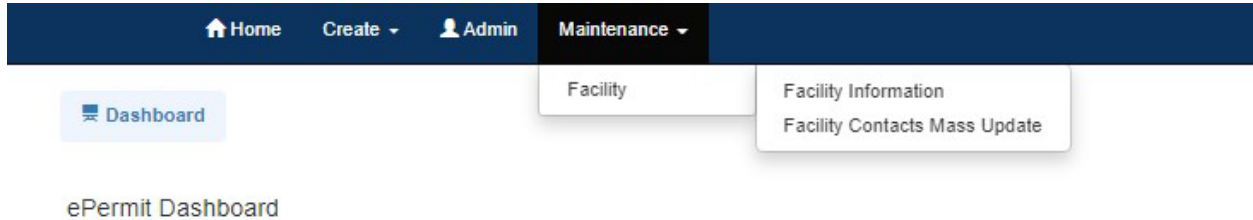
General Attachments(0)

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

Upload New Attachment

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**.

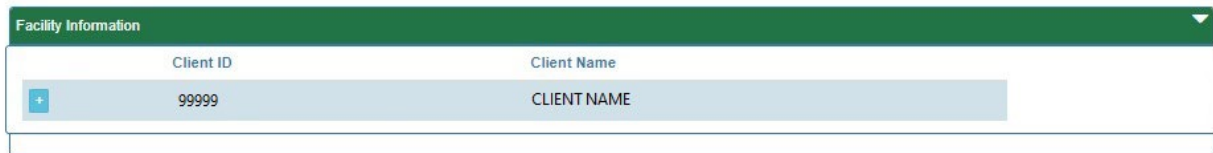


Note: the changes made under the Maintenance Tab will be instant, and do not go through the Storage Tanks office for approval.

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 up 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	<input type="text"/>				
Facility Name*	<input type="text"/>				
Facility Kind*	<input type="text"/>				
Facility Address Line 1*	<input type="text"/>				
Facility Address Line 2	<input type="text"/>				
City*	<input type="text"/>	State*	<input type="text"/>	Zip code*	<input type="text"/>
Latitude*	<input type="text"/>	Longitude*	<input type="text"/>		
All points should be provided in NAD 83 and must be reported to 4 decimal places					
Horizontal Collection Method Code*	<input type="text"/>				
Is the Facility Operator the same as the Owner?* <input checked="" type="radio"/> Yes <input type="radio"/> No					
<input type="button" value="Save"/>					

Once you have made all of 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.

Facility Information	
Client ID	Client Name
<input type="button" value="+"/> 99999	CLIENT NAME

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.

Step 1. What facility(ies) should be updated?

Client ID	Client Name					
<input type="checkbox"/>	99999	CLIENT NAME				
Facility Id	Facility Name	Address	City	State	Zip Code	
<input checked="" type="checkbox"/>	99-99997	FACILITY NAME	ADDRESS	CITY	PA ZIP CODE	
<input checked="" type="checkbox"/>	99-99998	FACILITY NAME	ADDRESS	CITY	PA ZIP CODE	
<input type="checkbox"/>	99-99999	FACILITY NAME	ADDRESS	CITY	PA ZIP CODE	

Once you have chosen all of 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.

Step 2. Is there a facility you would like to copy from?

Is there a facility you would like to copy from? Yes No

Select the Facility to copy from.

Select a value

Step 3. What contact information would you like to update?

Select a contact type below to update. You can select one type if needed.

Information to Update

Select a value

- 99-99995 - FACILITY NAME - CITY, County
- 99-99996 - FACILITY NAME - CITY, County
- 99-99997 - FACILITY NAME - CITY, County
- 99-99998 - FACILITY NAME - CITY, County
- 99-99999 - FACILITY NAME - CITY, County

Step 4. Confirm Update

Apply Update

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.

Step 3. What contact information would you like to update?

Select a contact type below to update. You can select one type of contact to update at a time. The above facility(ies) will remain selected so you can quickly update additional contact types if needed.

Information to Update

Select a value

Step 4. Confirm Update

Apply Update

Select a value

- Invoice Contact
- Responsible Official
- Class A Operator
- Class B Operator

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.