

STANDARD OPERATING PROCEDURE¹

REQUIREMENTS FOR REGISTRATION OF PREVIOUSLY UNREGISTERED ABOVEGROUND STORAGE TANKS (ASTs) AND UNDERGROUND STORAGE TANKS (USTs)

**DIVISION OF STORAGE TANKS
BUREAU OF ENVIRONMENTAL CLEANUP AND BROWNFIELDS
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¹ **DISCLAIMER:** The process and procedures outlined in this Standard Operating Procedure (SOP) are intended to supplement existing requirements. Nothing in the SOP should affect regulatory requirements. The process, procedures and interpretations herein are not an adjudication or a regulation. There is no intent on the part of DEP to give the rules in this SOP that weight or deference. This document establishes the framework within which DEP will exercise its administrative discretion in the future. DEP reserves the discretion to deviate from this policy statement if circumstances warrant.

**PA Department of Environmental Protection
Division of Storage Tanks**

Procedural Section

1.0 Purpose

This SOP documents the procedures for handling the registration procedures for existing storage tanks that have never been registered with the Department. While the majority of these situations are addressed by this procedure, certain circumstances may require further consultation with Department technical staff to ensure the regulations in 25 Pa. Code Chapter 245 (Storage Tank Regulations) are properly applied.

1.1 Applicability

The Division of Storage Tanks annually receives a number of questions and registration forms regarding the registration of previously unregistered storage tanks. Reasons for the tanks to be unregistered include exemption and owner oversight. Depending on the type, size, and age of the tank, the product stored, and the original installer (certified or uncertified), different requirements may need to be met in order to register the tank and bring it into compliance.

1.2 Summary of Procedures

Note regarding certified installers/inspectors: The signature of a certified installer/inspector on the Storage Tanks Registration/Permitting Application Form (2630-PM-BECB0514) (Registration Form) indicates to the Department that the storage tank system meets all applicable technical requirements for operation of the tank. Request the certified installer/inspector to plainly note on the Registration Form, or on a cover letter to the Registration Form, if the tank system is not in compliance with these requirements.

Registration, coupled with the withholding of the operating permit, is an available option for tank systems that do not meet all appropriate technical standards. This option allows the tank system to be tracked in eFACTS and initiates the billing of registration fees. The tank system record may be monitored until the tank system is removed, permanently closed-in-place, or upgraded to meet the appropriate technical requirements. Tanks that are empty may be registered in Temporary Out of Use status (T); tanks containing more than one inch of product/residue should be registered in Currently in Use (C) status.

Procedures Applicable to ASTs

AST systems that are being brought into regulated use, or that stored regulated substances but were not registered, should have all of the following completed prior to registration and operation of the tank:

A. Verification by a certified AST installer or a certified AST inspector that the tank system meets the appropriate technical standards as found in Chapter 245, Subchapters F or G, as noted below:

1. **ASTs of 5,000 gallons capacity or less** – A certified AST installer or a certified AST inspector should sign the Registration Form and include a note indicating whether they performed the actual tank system installation. The certified individual should also complete Section VII of the Registration Form identifying the specific attributes of the tank system.
2. **ASTs greater than 5,000 gallons, but less than or equal to 21,000 gallons capacity** – A certified AST inspector should complete an in-service integrity inspection using the Aboveground Storage Tank Integrity Inspection Summary (2630-FM-BECB0150) and submit it with the Registration Form.

Alternatively, if the tank is less than 10 years old, a certified AST installer may sign the Registration Form as noted in (1) above. However, the tank will still require an in-service integrity inspection within 10 years of its installation date.

3. **ASTs greater than 21,000 gallons capacity** – A certified AST inspector should complete an out-of-service integrity inspection using the Aboveground Storage Tank Integrity Inspection Summary (2630-FM-BECB0150) and submit it with the Registration Form. If corrosion rates are known, an out-of-service inspection date can be projected based on the American Petroleum Institute (API) 653 calculated service life method or ½ the corrosion rate life, with a maximum of 20 years.

If the tank can be completely examined from the exterior, such as an elevated vertical AST or a horizontal saddle AST, and the tank does not have an internal lining, an in-service integrity inspection can be completed to meet registration requirements. If corrosion rates are known, subsequent in-service integrity inspections can be projected based on the API 653 calculated service life method or ¼ the corrosion rate life. ASTs with an internal lining require a lining inspection per §245.534(c) of the Storage Tank Regulations.

- B. A test for tightness according to industry standards. Aboveground field-constructed tanks shall be hydrostatically tested in accordance with §245.522 of the Storage Tank Regulations. Small, shop-built ASTs should be tested in accordance with the requirements in §245.611 of the Storage Tank Regulations.
- C. A Site Specific Installation Permit (SSIP) may need to be obtained prior to registration of any AST greater than 21,000 gallons capacity. Tanks installed after October 11, 1997, and used in regulated service since installation will require submittal of all applicable sections of the SSIP application (2630-PM-BECB0002) as detailed in §§245.231-237 of the Storage Tank Regulations. Tank owners changing a tank from unregulated to regulated service, regardless of tank installation date, need only submit Part I of the SSIP application. The facility's Spill Prevention and Response Plan must also be updated as required in §245.512 of the Storage Tank Regulations and Chapter 9 of the Storage Tank and Spill Prevention Act.

- D. The tank system shall meet all applicable state requirements and should also comply with any applicable federal requirements (e.g. 40 CFR 112) before operation. The tank must be compatible with the product to be stored. The Department may require the tank owner to submit documentation of construction design criteria and engineering specifications for review, in accordance with §245.522(f) of the Storage Tank Regulations. ASTs changing from unregulated service to regulated service for the first time must meet all applicable technical standards for new ASTs, to include secondary containment requirements.

AST systems scheduled to be removed that contain, or have contained, regulated substances since August 5, 1989, but were never registered, must be removed by a certified tank remover and registered with the Department. The operating permit will be withheld, as described previously in this document. Typically, the tank owner will be invoiced for registration fees accrued during the time period in which the tank system should have been registered.

Procedures Applicable to USTs

UST systems that are being brought into regulated use, or that stored regulated substances but were not registered, should have all of the following completed prior to registration and operation of the tank:

- A. Verification by a certified UST installer that the tank system meets the appropriate technical standards as found in the Storage Tank Regulations, Subchapter E. The appropriate technical standards are those in effect at the time the tank system was placed in regulated service. The certified installer should sign the Registration Form and include a note indicating whether or not they performed the tank system installation. The certified installer should also complete Section VII of the form identifying the specific attributes of the tank system.
- B. A current tank and line tightness test performed by a certified UST tightness tester, or other method as requested by the Department, verifying the integrity of the tank system. These results should be attached to the Registration Form as noted in (A) above.
- C. The tank system shall meet all applicable state and federal requirements before operation: For example, trained Class A, B, and C operators, spill prevention, overfill prevention, corrosion protection, and release detection in accordance with the Storage Tank Regulations, Subchapter E. Excavation of the tank system by a certified installer may be necessary to verify that the installation meets requirements if verification of installation to manufacturer's specifications, industry practices, and state and federal regulations cannot otherwise be made.

UST systems scheduled to be removed that contain, or have contained, regulated substances since December 22, 1988, but were never registered, must be removed by a certified tank remover and registered with the Department. Typically, these tanks are those discovered during the course of an excavation project. There are two ways the tank may be registered:

- A. If the tank is removed at the time of discovery, the Registration Form should be submitted to the appropriate DEP regional office with the signature of the certified remover, and the box indicating "Register Tank(s) to be Removed" should be checked in Section I of the form. A

check for \$50 per tank, made payable to “PA DEP”, should accompany the form. This is a one-time registration fee.

- B. If the tank is not removed at the time of discovery, the Registration Form should be submitted to register the tank in Temporarily Out-of-Use status (T). The tank shall be emptied to 1 inch or less of product. At this point, no signature of a certified remover is necessary. USTs registered in this manner may remain in T status for a maximum of one year. When the tank is removed by a certified remover, another Registration Form shall be submitted with the certified remover’s signature, changing the tank status to Removed (R). The tank owner will be invoiced for the \$50 per tank annual registration fee.

References

3.0 Pennsylvania Code, Title 25, Chapter 245

Attachments

4.0 Storage Tanks Registration/Permitting Application Form 2630-PM-DEP0514

4.1 Aboveground Storage Tank Integrity Inspection Summary 2630-FM-BECB0150

4.2 Storage Tank Site Specific Installation Permit Application 2630-PM-BECB0002