

INSTRUCTIONS FOR COMPLETING PETROLEUM BULK STORAGE (PBS) AND GASOLINE DISPENSING SITES (GDS) REGISTRATION APPLICATION FORMS

SECTION A- FACILITY INFORMATION

PBS NUMBER. For Change of Ownership, Substantial Modification or Information Correction for a Petroleum Bulk Storage facility, enter the registration number. For Initial/New Facility, leave blank and WCDH will assign the ID. For a GDS facility that is not regulated under PBS, leave blank.

VAPOR RECOVERY ID. For, Change of Ownership, Substantial Modification or Information Correction for a Gasoline Dispensing Site, enter the registration number, unless exempt. For Initial/New Facility, leave blank, WCDH will assign the ID.

TRANSACTION TYPE. Check all applicable box(es) to indicate type of transaction as described below:

- **Initial/New Facility.** First application for registration by the owner of a regulated facility. The PBS number and/or GDS number will be assigned by WCDH. **A copy of the deed's first page showing the parties involved and the date of ownership is required.** The expiration date of the registration certificate will be 5 years from the date of ownership, as determined by the deed or the oldest tank installation date, whichever is the later. If the deed spans a period of more than 5 years ago or a tank installation date is more than 5 years ago, additional fees will be required. A site plan must also be submitted. The plan must be on 8½"x11" paper, hand drawings are acceptable and the drawing need not be to scale. The following information should be included: location of all tanks, piping and associated equipment, property lines; buildings; adjacent streets with names; all tanks labeled with their ID numbers (as listed in Section B); storm drains; any non-stationary tank, drum, or container storage areas.
- **Change of Ownership.** Application for registration by the new owner of the facility being transferred. Enter the PBS Number from the existing registration certificate. **A copy of the deed's first page showing the date of ownership is required.** The expiration date of the registration certificate will be five years from the date of ownership, as determined by the deed. If the change of ownership occurred more than five years ago, additional fees will be required. A change of tax ID is considered a change of ownership.
- **Substantial Modification.** Application to update existing registration to report tank Installation, tank closure (removal or closure in place), repair or reconditioning of a tank, repair or replacement of piping, change of product stored, or installation of non-stationary tank containment. Submit application after work has been completed with the proper supporting documentation as outlined in Work Permit Instructions.
- **Information Correction.** Application for any information changes that have occurred since the initial application or the last renewal. Failure to keep accurate information on record with WCDH is a violation of Article XXV.

GASOLINE DISPENSING SITES. Check the appropriate box(es) indicating whether the gasoline tank(s) is/are equipped with Stage I, Stage II or both types of vapor collection systems. If the facility has no gasoline dispensing tanks, leave blank.

TANK OWNERSHIP. Check "Yes" if any tanks listed in Section B are owned by a party other than the Owner. The Primary Facility Owner must complete an "Authorized Representative for Multiple Owners Form" for each additional tank owner.

FACILITY. Enter the name and address (**not** P.O. Box) of the facility. Enter other information as follows:

- **City/Town/Village.** Enter the mailing location.
- **Township/City.** Enter the geographical location (e.g., South Salem is a mailing location, Lewisboro is the geographical location).

- Operator (business entity): Enter the corporation or business entity name of the operator. The corporation or business entity name must match exactly an active facility listed with the New York Department of State, Division of Corporations. If the facility is operated by a private individual, leave blank.
- Name of Daily On-Site Operator/Class B. Enter the NYSDEC Operator B certificate number and the name of the person having daily on-site responsibility for the operation and maintenance of the storage tank systems.
- Name of Primary Operator/Class A. Enter the name and NYSDEC Operator A Certificate number for the person having primary responsibility for on-site operations and maintenance of the storage tank systems.
- Type of Petroleum Facility. Check the appropriate box (check only one). If “other”, specify the type of facility in the space provided.
- Emergency Contact. Enter emergency contact name and telephone number for the facility.

MAILING ADDRESS. Enter the contact person on the “Attention” line, company name, address, telephone number and e-mail address for mailing/contact purposes. This information is required to be kept up-to-date.

PROPERTY OWNER. If there are additional tank owners at the facility, complete the Authorized Representative for Multiple Owners form.

- Owner Name. A corporation or business entity name must be entered as the Owner Name unless the facility is individually owned. The corporation or business entity name must match exactly an active entity listed with the New York Department of State, Division of Corporations. Attach completed Certificate of Authorization signed and notarized.
- Federal Tax ID No. Enter the Federal Tax Identification Number assigned by the Internal Revenue Service. If the owner is a private individual, enter the last four digits of the Social Security Number. The New York State Department of Tax and Finance requires that this information be provided.
- Owner Type: Check the appropriate box for Owner Type. Check only one box.
- Name of Owner or Legally Authorized Representative. Enter the name of the owner or authorized representative who is signing the application.
- Signature. An application submitted by a corporation must be signed by a principal executive officer of at least the level of vice president or his/her duly authorized representative. For a partnership or sole proprietorship, the application must be signed by a general partner or the proprietor, respectively. For a municipal, state or other public facility, the application must be signed by a principal or executive officer, ranking elected official or other duly authorized employee.
- Date. Enter the date the application was prepared.
- Amount Enclosed. Indicate the fee enclosed. Fees are required for initial registrations, renewals, and changes of ownership. There is no fee required for substantial tank modifications or information corrections. Make check/money order payable to Westchester County Department of Health.

SECTION B- TANK INFORMATION

GENERAL INSTRUCTIONS. Provide details for each regulated active (in service or temporarily out of service) tank. Refer to “Key Codes for Section B” for the selection numbers to enter in the columns. Complete one line per tank; use additional forms as necessary. Enter one choice per column. Two entries may be made in columns with dotted separators, you may indicate a primary and secondary choice. Leave one column blank if there is no second choice. For all entries of “99. Other”, a description must be provided on a separate sheet of paper listed by Tank ID.

ACTION. Enter the type of action from the following choices:

1. Initial listing. First-time registration of tanks at a new facility, change of ownership of a facility (**not** change of ownership of a tank at a facility with multiple tank owners) or renewal of a facility. Complete all columns.
2. Add tank. Installing a new tank at an existing facility. Adding a previously unregistered existing tank to an existing facility. Complete all columns. Attach installation report.
3. Permanently close tank. Permanently closing a tank in accordance with 873.2520 or conversion to non-regulated use. Enter Tank ID and Permanent Closure Date. Attach Tank Closure Report or Site Assessment Report.
4. Information Correction. Information changes that have occurred since the initial application or last renewal for any tank. Enter Tank ID. Enter correct information in only those columns that need to be updated.
5. Recondition/repair/reline tank. Reconditioning a tank in accordance with 873.2525 (underground tanks) or

873.2531 (aboveground tanks), i.e. permanent repair and/or relining. Enter Tank ID. Enter correct information in only those columns that need to be updated.

TANK ID. Enter the ID of the tank. If the tank has been previously registered, use the ID as it appears on the certificate. For first-time tank registration, assign an ID. Once assigned, the ID cannot be changed. Duplicate tank numbers at the same facility or "000" are not acceptable. Otherwise, any combination of letters and numbers is acceptable. List manifolded (interconnected) tanks as separate tanks, one line per tank. For compartmentalized tanks, assign one tank ID and add "A", "B", etc for each compartment (e.g., 001A, 001B), listing one compartment per line.

TANK LOCATION. Specify the location of the tank from the following choices:

1. Aboveground (contact with soil). Tank bottom rests on soil, allowing no visual inspection.
2. Aboveground (contact with impervious barrier). Tank bottom rests on impervious barrier, allowing no visual inspection.
3. Aboveground (on saddles, legs, rack, cradle, etc). Tank bottom rests above grade or pad, allowing visual inspection.
4. Aboveground with 10% or more below ground. Less than 90% above grade, partially buried.
5. Underground. Completely covered with earth or vaulted with no access.
6. Aboveground in subterranean vault with access for inspections. Tank in subterranean vault, accessible for inspection.

STATUS. Specify the status of the tank.

1. In service. Active tank.
 2. Temporarily out of service. Tank closed in accordance with 873.2520.1.
 3. Closed – removed. Tank closed in accordance with 873.2520.2. Attach Tank Closure Report.
 4. Closed – in place. Tank closed in accordance with 873.2520.2. Attach Tank Closure Report.
 5. Tank converted to non-regulated use. Tank converted to store non-petroleum products (product other than listed under "Product Stored" on "Key Codes for Section B". Attach Site Assessment Report.
- D Delivery Prohibited

INSTALLATION DATE OR PERMANENT CLOSURE DATE. For Action 1, 2, 4 or 5, enter the month, day, and year the tank was completely installed. For Action 3, enter the month, day, and year the tank was permanently closed or converted to non-regulated substance/use. If an exact date cannot be established, provide your best estimate. **If the installation or permanent closure date is unknown, you must provide your best estimate.**

CAPACITY. Specify the total storage design or maximum capacity of the tank in gallons. Do not use the working capacity.

PRODUCT STORED. Specify the type of petroleum product stored in the tank by entering the proper code. An example of product type 0001 is used oil that feeds a boiler or furnace. An example of product type 0022 is used oil that will be hauled away by a waste hauler. If product stored is gasoline with ethanol or biodiesel, list the percent of the additive. May need change

TANK TYPE. Specify tank type. If tank type is unknown, or tank is coated or painted steel, enter 1. Tank Type 8 (Equivalent Technology) may require a variance (873.2508) before installation; contact WCDH for more information. Tank Type requirements for new underground and aboveground tanks are specified in 873.2522 and 873.2527, respectively.

TANK INTERNAL PROTECTION. Specify the type of protection provided for the tank to prevent internal corrosion. Refer to 873.2525 and 873.2531 for underground and aboveground tank requirements, respectively.

TANK EXTERNAL PROTECTION. Specify the type(s) of protection provided for the tank to prevent external corrosion. Refer to 873.2522.5 and 873.2527.2 for underground and aboveground tank requirements, respectively.

TANK SECONDARY CONTAINMENT. Specify type(s) of secondary containment system. For the two available entries of this category, select the supporting structure used for secondary containment as the first entry and, if different, enter the means of obtaining impermeability as the second entry. Refer to 873.2515.5 for secondary containment requirements for aboveground tanks. For new underground storage tanks, see 873.2523.

TANK LEAK DETECTION. Specify leak detection method(s) used. Refer to 873.2524 and 873.2529 for leak monitoring system requirements for new underground tanks and new aboveground tanks, respectively. List leak detection equipment that is operational and in use on a continuous basis.

TANK OVERFILL PREVENTION. Specify the type(s) of overfill prevention equipment used. Refer to 873.2533.10.1 on overfill prevention requirements for new underground tanks. See 873.2515.4 on additional overfill requirements for new and existing aboveground tanks.

TANK SPILL PREVENTION. Specify type of spill prevention equipment used.

PUMPING/DISPENSING METHOD. Specify method/pump used to remove product from tank.

PIPING LOCATION. Specify piping location.

1. Aboveground. Piping is elevated and not in contact with surface (soil, concrete, asphalt, etc.).
2. Underground/on ground. Piping is completely covered with earth or resting in contact with surface (soil, concrete, asphalt, etc.)
3. Aboveground/underground combination. Piping system contains both aboveground and underground piping.

PIPING TYPE. Specify piping type. Refer to 873.2533.2 for piping requirements for new underground piping systems.

PIPING EXTERNAL PROTECTION. Specify the type(s) of protection provided for the pipe to prevent external corrosion.

PIPING SECONDARY CONTAINMENT. Specify the type of secondary containment system.

PIPING LEAK DETECTION. Specify leak detection method used. Refer to 873.2533.10.3. List leak detection equipment that is operational and in use on a continuous basis.

UNDER DISPENSER CONTAINMENT (UDC). Check box if sump/containment underneath a motor fuel dispenser is present.

TANK OWNED BY PARTY OTHER THAN LISTED AS OWNER IN SECTION A. Check box if applicable. The Property Facility Owner must complete and attach to the application an "Authorized Representative for Multiple Owners Form" for each additional tank owner. A corporation or business entity name must be entered for the additional tank owner unless the tank is individually owned. The corporation or business entity name must match exactly an active entity listed with the New York Department of State, Division of Corporations. Both the Property Owner and the additional tank owner must sign the form.