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.
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 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.

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.
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.

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.
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 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.

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.