





## Florida Department of Environmental Protection

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### Division of Waste Management - Storage Tank Facility Registration Form Registration Instructions and Codes List

The Department of Environmental Protection Storage Tank Program registers the facilities and the storage tanks when aboveground or underground storage tanks store pollutants, hazardous substances, and/or mineral acid substances regulated by Chapter 62-761, Florida Administrative Code, or when aboveground storage tanks or compression vessels store a hazardous substance which requires registration according to Chapter 376, Florida Statutes.

#### Storage Tank Facility Registration Form

In the first section block, identify the types of information being submitted on the registration form.

Check **New Registration** when the **location** is being registered for the first time and no Facility Identification number exists.

If submitting a revised Registration form, check all other boxes that apply to designate the type(s) of revisions being submitted.

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**I. Facility Information** - Properly describe the geographical location where the storage tank facility is located.

- Facility ID** Include the DEP Facility Identification number whenever possible. Write in "Pending" when submitting a new registration for the first time. Remember: the facility ID number identifies the location, and is transferred to a new owner upon sale of the facility.
- Facility Name** Provide the current name of the business establishment operating at the facility location. When registering an abandoned facility, where tanks exist *unmaintained*, identify the location with the property owner's name, as in "Smith Property", if no other facility name is being used.
- Facility Address** Include the county name, and the proper street number and name. Give directions when the facility is located in a rural area with no Rural Route number associated with it (i.e., 'x' miles N of intersection...). Provide the name and telephone number of a contact person or manager *on location*, where possible.
- Facility Type** This information is an explanation or term that most closely describes the operational use of the facility. Select the code(s) that provides the best or most appropriate description of the facility.

**1. If the facility is owned by a government entity, select the appropriate type from the following:**

- |                              |                                    |                       |
|------------------------------|------------------------------------|-----------------------|
| <b>F. Federal Government</b> | <b>H. Local or City Government</b> | <b>N. Indian Land</b> |
| <b>G. State Government</b>   | <b>I. County Government</b>        |                       |

**2. If the facility meets the definition of "bulk product facility" - "a waterfront location with at least one aboveground tank with a capacity greater than 30,000 gallons which is used for the storage of pollutants" ("Pollutants" includes oil of any kind and in any form, gasoline, pesticides, ammonia, chlorine, and derivatives thereof, excluding liquefied petroleum gas.); select the type from:**

- T. Coastal bulk product facility** - facility, as defined above and located on the Florida coast, may have storage tank systems that store hazardous substances in addition to pollutants. ("Coastline means the line of mean low water along the portion of the coast that is in direct contact with the open sea and the line marking the seaward limit of inland waters, as determined under the Convention on Territorial Seas and the Contiguous Zone, 15 U.S.T. (Pt. 2) 1606.")
- S. Inland Waterfront bulk product facility** - facility, as defined above and located on "inland waterways" (lakes, rivers), may have storage tank systems that store hazardous substances in addition to pollutants.

**3. When the facility is a "waterfront location", but not a bulk product facility as defined above, select the most appropriate type from:**

- V. Marine fueling facility** - a commercial, recreational, or retail coastal facility that provides fuel to vessels and may store other pollutants and/or hazardous substances on site.
- W. Waterfront fueling facility** - a commercial, recreational, or retail facility located on a non-coastal waterway that provides fuel to vessels and may store other pollutants and/or hazardous substances on site.

## Facility Type continued

### 4. When the facility is not described as above, select the most appropriate type from:

- A. **Retail Station** - primarily supplies vehicular fuel to automotive customers; may store other regulated substances.
- C. **Fuel User, Non-retail** - primarily stores vehicular fuel and/or other pollutants or hazardous substances for consumption by facility/owner/operator.
- D. **Inland Bulk Petroleum Storage** - inland facility with no waterfront access, that has multiple active UST and/or AST storage systems used primarily for storage of pollutants intended for distribution. May also store hazardous substances on-site for facility consumption and/or distribution purposes.
- E. **Industrial Plant** - inland facility with no waterfront access; may include power plants and facilities designed for manufacturing and/or chemical processing; may have multiple active UST and/or AST storage systems used for storage of pollutants and/or hazardous substances intended for facility consumption.
- J. **Collection Station** - maintenance or other related facility that acquires and temporarily stores used and/or waste oil prior to recycling and/or disposal.
- K. **Inland Bulk Chemical Storage** - inland facility with no waterfront access, that has multiple active UST and/or AST storage systems and/or compression vessels used for storage of hazardous substances intended for distribution. May also store pollutants on site for facility consumption and/or distribution purposes.
- L. **Chemical User** - facility primarily uses regulated hazardous substance tanks on site; may also store pollutants.
- M. **Agricultural** - facility actively used in production of crops, plants, or livestock.
- B. **Residential (not regulated)** - property used primarily for dwelling purposes; regulated substance used for non-commercial purposes; no UST exists > 1100 gallons.
- P. **UST Residential (>1100 gallons)** - residence with USTs regulated by Federal Environmental Protection Agency.
- Z. **Other** - Please identify the type of establishment that you are registering.

**North American Industry Classification System (NAICS)**, developed jointly by the United States, Canada, and Mexico, has replaced the U.S. Standard Industrial Classification Code (SIC) system, effective January, 1997. The new system identifies new industry categories and re-organizes the current data more consistently. More information on this subject can be obtained from: National Technical Information Services, 5285 Port Royal Road, Springfield, Virginia 22161; (800) 553-6847. See also U. S. Department of Commerce Web Sites: <http://ntis.gov> and <http://www.census.gov/epcd/www/naics.html>. When possible – please select the most appropriate code for your facility.

**Financial Responsibility** – The demonstration of financial responsibility shall be made by the owner or operator in accordance with C.F.R. Title 40, Part 280, Subpart H. Write in your selection of the following:

1. **None**
2. **Insurance Carrier**
3. **Other Mechanism** (includes all other financial responsibility methods meeting requirements of C.F.R. Title 40)

**24 Hour Emergency Contact** - Provide the name & telephone number of the Emergency Contact for this facility.

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## II. Responsible Party Information

1. In the first block, provide the name, address, contact name, and telephone number of the individual(s) and/or business(es) that are responsible for the operation of the storage tank facility and for the payment of DEP annual Storage Tank Registration fees. Identify the appropriate facility relationships for this party: Facility Owner/Operator, Tank Owner, and/or Property Owner. The first named party will also be associated with the role of Facility Account Owner. The Account Owner is responsible for payment of the annual storage tank registration fees, and will receive the annual storage tank registration placard(s) upon payment.
2. Identify additional individuals and/or companies that play a role in the ownership or operation of the facility, as necessary.
3. When submitting revisions to owner name or address information, please include their STCM Account Number, when available.
4. Submit a registration form when the facility or tank ownership changes, complete with the **date & new owner's signature**.

**III. Tank/Compression Vessel Information** - Complete one row in Section C for each storage tank and/or compression vessel system located at the facility. Use the following system description codes where appropriate.

1. **Tank ID** - number systems sequentially, or provide a unique identification number; do not use symbols (#, %, -, etc.).
2. **Tank or Vessel Indicator** - write in T or V to describe the system type.
3. **Tank Placement** - Write in A or U to designate aboveground or underground placement of the system.
4. **Tank Capacity** - Write in the storage tank capacity in gallons.
5. **Installation Date** - Record the date of first installation in 'MM/YY' format; provide a best estimate if unknown.

6. **Tank Content** - Record the current content (or last content, if system is closed or not in use) from the list below.

- |                                      |   |   |
|--------------------------------------|---|---|
| A. Leaded gasoline                   | K. Kerosene   | S. Chlorine compound                      |
| B. Unleaded gasoline                 | L. Waste oil / Used oil   | T. Hazardous substance (CERCLA)           |
| C. Gasohol                           | M. Fuel oil: on-site heating only; USTs or ASTs <30K gals       | U. Mineral acid                           |
| D. Vehicular diesel                  | N. Fuel oil: distribution; or on-site heating - ASTs > 30K gals | V. Grades 5 & 6, bunker 'C' residual oils |
| E. Aviation gasoline                 | O. New & lube oil   | W. Petroleum-base additive product        |
| F. Jet diesel fuel                   | P. Generic Gasoline - grade unknown                             | X. Miscellaneous petroleum-base product   |
| G. Diesel fuel - emergency generator | Q. Pesticide  | Y. Unknown Substance                      |
| H. Diesel fuel - generator or pump   | R. Ammonia compound   | Z. Other Substance: please identify       |

\* Mineral Acid = Hydrobromic acid, Hydrochloric acid, Hydrofluoric acid, Phosphoric acid, Sulfuric acid.

\* M = fuel is used solely to heat the facility premises and must be stored in a tank with capacity < 30,000 gallons; exempt from regulation.

\* N = fuel is distributed as heating fuel, or fuel is used solely to heat the facility premises, but the storage tank capacity exceeds 30,000 gallons.

\*\* **Compartmented tanks** – register as a single tank; itemize the size and contents of each compartment.

\*\* **Manifold tanks** – register as individual storage tanks; with individual size and content – even though they are “connected”.

7. **Status** - Record the current status of the system, & the status effective date (or best estimate) in 'MM/YY' format. Update the tank status timely, as necessary for tanks moving between “in service” and “out of service” status.

- A. **Properly closed in place** \* UST filled with sand, concrete or other inert material; AST rendered unusable.
- B. **Removed from the site** \*  
\*A or B: UST Closure Assessment required after 12/10/90; AST Closure Assessment required after 3/12/91 - refer to 62-761.800, F.A.C.
- E. **Construction modified** - AST constructed as a “mobile tank” or enclosed in a building; no longer retains a “regulated” status.
- F. **Unmaintained tank** - UST/AST not in use, not properly closed, not to be returned to service (tank must be properly closed within 90 days).
- T. **Out-of-service tank** - UST/AST locked and monitored (10 yr limit for USTs with secondary containment; 2 yr limit for corrosion-protected USTs; 1 yr limit for unprotected USTs; 5 yr limit for ASTs).
- U. **In-service** - UST/AST may be empty for up to 45 days for routine services/maintenance only.
- V. **Temporary out of service** - special designation for field-erected ASTs, greater than or equal to 50,000 gallon capacity; may be empty for up to 180 days for routine services/maintenance only.
- Z. **Non-regulated product** stored in tank; provide status effective date when status relates to a ‘change in product’ for a particular storage tank.

8. **Construction, Piping, and Monitoring Attributes** – please select from the lists below, the codes that best describe the attributes of each storage tank system. \*\* When “Z. Other DEP Approved” is selected; please specify the EQ #. \*\*

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**CONSTRUCTION**

- Primary Construction:**
- |                          |                                     |
|--------------------------|-------------------------------------|
| C. Steel                 | X. Concrete                         |
| D. Unknown               | Y. Polyethylene                     |
| E. Fiberglass            | Z. Other DEP approved tank material |
| F. Fiberglass-clad steel |                                     |

- Overfill/Spill:**
- |                             |   |
|-----------------------------|---|
| A. Ball check valve         | O. Tight fill                           |
| M. Spill containment bucket | P. Level gauges, high-level alarms      |
| N. Flow shut-off            | Q. Other DEP approved protection method |

- Corrosion Protection:**
- |  |  |
|--|--|
| G. Cathodic protection - sacrificial anode | H. Cathodic protection - impressed current |
|--|--|

- Secondary Containment:**
- I. Double wall construction: single material (outer tank material same as inner tank material)
  - R. Double wall construction: dual material (outer tank - concrete, approved synthetic material, or tank "jacket")
  - J. Synthetic liner in tank excavation
  - K. Concrete, synthetic material, and/or offsite clays beneath AST and in containment area
  - S. Other DEP approved secondary containment system
  - V. Pipeless UST with secondary containment

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**CONSTRUCTION - continued**

- Miscellaneous attributes:** B. Internal lining  
L. Compartmented  
U. Field erected tank

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**PIPING**

- Primary Construction:** B. Steel or galvanized metal  
C. Fiberglass  
N. Approved synthetic material  
Y. Unknown  
Z. Other DEP approved piping material
- Corrosion Protection:** D. External protective coating  
E. Cathodically protected with sacrificial anode or impressed current
- Secondary Containment:** F. Double wall construction: single material (outer pipe material same as inner pipe material )  
M. Double wall construction: dual material (outer pipe - approved synthetic material or pipe "jacket" )  
G. Synthetic liner or box/trench liner in piping excavation or pipe containment area  
P. Internal Piping: contained within an internal sump riser, directly connected to tank & located beneath dispenser
- Miscellaneous attributes:** A. Aboveground, no contact with soil  
I. Suction piping system  
J. Pressurized piping system  
K. Dispenser liners  
L. Bulk product system  
H. Airport/seaport hydrant system

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**MONITORING**

- External:** A. Site Suitability Plan  
B. Site Suitability Plan Exemption  
C. Groundwater Monitoring Plan  
D. SPCC Plan  
E. Interstitial monitoring of UST synthetic liners  
N. Groundwater monitoring wells  
O. Vapor monitoring wells  
P. Vapor monitoring with dilution procedures  
Q. Visual inspection of AST systems  
W. Fiber-optic technologies  
Z. Other DEP approved monitoring method
- Internal:** F. Interstitial space - double wall tank  
L. Automatic tank gauging system (USTs)  
M. Manual tank gauging system (USTs)  
R. Interstitial monitoring of AST tank bottom  
S. Statistical Inventory Reconciliation (SIR) (USTs)  
T. Annual tightness test with inventory (USTs)
- Piping monitoring:** G. Electronic line leak detector with flow shutoff  
H. Mechanical line leak detector  
J. Interstitial monitoring - piping liner  
K. Interstitial monitoring - double wall piping  
U. Bulk product piping pressure test  
V. Suction pump check valve  
6. External monitoring
- Miscellaneous:** I. Not required - see rule for exemptions  
X. None  
Y. Unknown  
1. Continuous electronic sensing equipment  
2. Visual inspections of piping sumps  
3. Electronic monitoring of piping sumps  
4. Visual inspections of dispenser liners  
5. Electronic monitoring of dispenser liners

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**IV. Certified Contractor & Certification**

Record the name and the *Department of Business and Professional Regulation License Number* for the *Certified Contractor* whenever an underground storage tank has been installed, removed, or closed in place. Do not rely on the contractor to file this form. Storage Tank Registration Forms are required to be submitted by the storage tank system owner or operator.

**Please Remember** that the Registration Form cannot be processed without the name and signature of the storage tank system owner or operator, and the date of the form submittal. Please print your name legibly in case a representative of the storage tank program should need to contact you.

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If you have questions, please call a storage tank registration representative at (850) 245-8839 for assistance.