

# Florida Department of Environmental Protection

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

Storage tank registration is available online through the DEP Business Portal in lieu of the paper form:

- *DEP Business Portal can be found:* [Online Services Business Portal \(ESSA\)](#)
- *Instructions on how to navigate the DEP Business Portal can be found on the DEP Registration web page:* [Storage Tank Facility Registration](#)

### Storage Tank Facility Registration Form

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

[Forms 62-761.900(2) for USTs, and 62-762.901(2) for ASTs. For facilities with both types of tanks, one form may be used].

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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#### A. Facility Information

- |                         |   |
|-------------------------|---|
| <b>County</b>           | List the county where the storage tank facility is located.   |
| <b>Facility ID</b>      | 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 it does not change even when a facility is transferred to a new owner upon sale of the facility.        |
| <b>Facility Name</b>    | Provide the current name of the business establishment operating at the facility location. When registering an abandoned facility, where tanks exist but there is no operational business, identify the location with the property owner's name, as in "Smith Property", if no other facility name is being used. |
| <b>Facility Address</b> | Include the street number and name. In a rural area with no street number associated with it, provide the parcel ID number along with directions (e.g., 'x' miles N of intersection...). Provide the name and telephone number of a contact person or manager <i>on location</i> , where possible.                |
| <b>Facility Type</b>    | 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.</b> Federal Government	<b>H.</b> Local or City Government	<b>N.</b> Native Tribal Lands
<b>G.</b> State Government	<b>I.</b> County Government	
  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:

<b>T.</b> 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.").
<b>S.</b> Inland waterfront bulk product facility – a 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:

<b>V.</b> 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.
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## Facility Type continued

- 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.
4. When the facility is not described as previously stated, 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 motor 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.
- P.** UST Residential (>1100 gallons) - residence with USTs regulated by Federal Environmental Protection Agency.
- Z.** Other - Identify the type of establishment that you are registering.

**Financial Responsibility** – The demonstration of financial responsibility shall be made by the owner or operator in accordance with 40 CFR 280, Subpart H. Check box for Insurance or Other (includes all other financial responsibility methods).

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

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## B. Tank Owner Information

1. Provide the name, address, contact name, telephone number, and email address of the individual(s) and/or business(es) that are responsible for the operation of the storage tanks and for the payment of DEP annual Storage Tank Registration fees. The tank owner will also be associated with the role of Account Owner and will be given a STCM Account Number. 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. Please provide your account owner's (STCM) email address for your Accounts Payable (AP) or the contact to whom all invoices are to be emailed.
2. When submitting revisions to owner name or address information, please include their STCM Account Number, when available.
3. Submit a registration form when the tank ownership changes, complete with the date and new account owner's signature.

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## C. Property Owner Information

1. Provide the name, address, contact name, telephone number, and email address of the individual(s) and/or business(es) that are vested with ownership, dominion or legal or rightful title to the real property.

2. Submit a registration form when the property ownership changes, complete with the date.

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**D. Tank/Compression Vessel Information** - Complete one row in Section D 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 the systems sequentially, or provide a unique ID number; do not use symbols (#, %, -, etc.).
2. **Tank or Vessel Indicator** – choose T or V to describe the system type.
3. **Tank Placement** – choose A or U to designate aboveground or underground placement of the system.
4. **Tank Capacity** – enter the storage tank capacity in gallons.
5. **Installation Date** – record the date of 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 out-of-service) from the list below:

A	Leaded Gasoline	M	Fuel Oil: On-site Heating Only; USTs or ASTs < 30K gals <sup>^</sup>	W	Petroleum-based Additive Product
B	Unleaded Gasoline (No Ethanol)	N	Fuel Oil: Distribution; or On-site Heating - ASTs > 30K gals <sup>^</sup>	X	Miscellaneous Petroleum-based Product
D	Diesel Fuel	O	New and Lube Oil	Y	Unknown Substance
E	Aviation Gasoline	Q	Pesticide	Z	Other Substance (please identify)
F	Jet Fuel	R	Ammonia Compound	7	Biodiesel (B20)
G	Diesel Fuel-Emergency Generator	S	Chlorine Compound	8	E10 – Blend of 10% Ethanol/90% Gasoline
J	Used Oil	T	Hazardous Substance (CERCLA)	9	E85 – Blend of 85% Ethanol/15% Gasoline
K	Kerosene	U	Mineral Acid <sup>*</sup>		
L	Waste Oil	V	Grades 5 & 6 Bunker “C” Residual Oils		

<sup>\*</sup> Mineral Acid = Hydrobromic acid, Hydrochloric acid, Hydrofluoric acid, Phosphoric acid and Sulfuric acid.

<sup>^</sup> 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.

<sup>^</sup> 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.

<sup>\*\*</sup> Compartmented tanks – register as a single tank; itemize the size and contents of each compartment. See construction miscellaneous attributes.

<sup>\*\*</sup> 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, and 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.
  - D. Deleted – Data Error – Added to STCM in error; may be a duplicate tank (and/or facility), or tank was registered prior to installation and decided not to have tank installed.
  - E. Construction modified – AST constructed as a “mobile tank” or enclosed in a building; no longer retains a “regulated” status.
  - M. Moved to New Site – Designation that identifies a tank as removed from a particular facility and reinstalled at a second facility.
  - T. Out-of-service tank – Tank system that is designated as out-of-service by the owner or operator.
  - U. In-service – Tank system that is NOT designated as out-of-service by the owner or operator.
  - V. Temporary out-of-service – Field erected storage tank system that is designated as temporary out-of-service by the owner or operator.
  - X. Non-regulated use/process – Exempt from regulation due to how the tank or substance is used; i.e. tank stores diesel used in FLOWTHROUGH process.
  - Z. Non-regulated product – Stored in tank; provide status effective date when status relates to a ‘change in product’ from a regulated substance to a non-regulated substance for a particular storage tank.
8. **Construction, Piping, and Monitoring Attributes** – Select from the lists on the following page the codes that best describe the attributes of each storage tank system.

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**CONSTRUCTION**

<b>Primary Construction:</b>	<b>C</b> Steel	<b>X</b> Concrete
	<b>D</b> Unknown	<b>Y</b> Polyethylene
	<b>E</b> Fiberglass	<b>Z</b> Other DEP approved protection method
	<b>F</b> Fiberglass-clad steel	
<b>Overfill/Spill:</b>	<b>A</b> Ball check valve	<b>O</b> Tight fill
	<b>M</b> Spill containment bucket	<b>P</b> Level gauges, high-level alarms
	<b>N</b> Flow shut-off	<b>Q</b> Other DEP approved protection method
<b>Corrosion Protection</b>	<b>G</b> Cathodic protection – sacrificial anode	<b>H</b> Cathodic protection – impressed current
<b>Secondary Containment</b>	<b>I</b> Double-walled construction: single material (outer tank material same as inner tank material)	
	<b>R</b> Double-walled construction: dual material (outer tank – concrete, approved synthetic material, or tank “jacket”)	
	<b>J</b> Synthetic liner in tank excavation	
	<b>K</b> Concrete, synthetic material, and/or off-site clays beneath AST and in containment area	
	<b>S</b> Other DEP approved/registered containment system	
<b>Construction:</b> <b>Miscellaneous Attributes</b>	<b>B</b> Internal Lining	<b>U</b> Field Erected
	<b>L</b> Compartmented	<b>W</b> Built on supports

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**PIPING**

<b>Primary Construction</b>	<b>B</b> Steel or Galvanized Metal	<b>X</b> No piping associated with tank
	<b>C</b> Fiberglass	<b>Y</b> Unknown
	<b>N</b> Approved Synthetic Material	<b>Z</b> Other DEP approved piping material
<b>Corrosion Protection</b>	<b>D</b> External Protective Coating	
	<b>E</b> Cathodically Protected with Sacrificial Anode or Impressed Current	
<b>Secondary Containment</b>	<b>F</b> Double-walled construction: single material (outer pipe material same as inner pipe material)	
	<b>M</b> Double-walled construction: dual material (outer pipe approved synthetic material or pipe “jacket”)	
	<b>G</b> Synthetic liner or box/trench liner in piping excavation or pipe containment area	
	<b>P</b> Internal Piping: contained within an internal sump riser directly connected to tank and located beneath dispenser	
<b>Piping:</b> <b>Miscellaneous Attributes</b>	<b>A</b> Aboveground – no contact with soil	<b>K</b> Dispenser Sumps
	<b>I</b> Suction Piping System	<b>L</b> Bulk Product System
	<b>J</b> Pressurized Piping System	<b>H</b> Airport/Seaport Hydrant System
	<b>W</b> Piping over water	

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**MONITORING**

<b>External</b>	<b>E</b> Monitoring of UST synthetic liner	<b>W</b> Fiber-optics Technologies
	<b>Q</b> Visual Inspection of AST Systems	<b>Z</b> Other DEP approved monitoring methods
	<b>8</b> Manually Sampled Wells	
<b>Internal</b>	<b>F</b> Interstitial Space – Double-walled Tank	
	<b>R</b> Interstitial Monitoring of AST Tank Bottom	
<b>Piping Monitoring</b>	<b>G</b> Electronic Line Leak Detector with Flow Shutoff	<b>K</b> Interstitial Monitoring – Double-walled Piping
	<b>H</b> Mechanical Line Leak Detector	<b>U</b> Bulk Product Piping Pressure Test
	<b>J</b> Monitoring of Piping Liner	<b>6</b> External Monitoring
<b>Miscellaneous</b>	<b>I</b> Not Required – See Rule for Exemptions	<b>3</b> Electronic Monitoring of Piping Sumps
	<b>Y</b> Unknown	<b>4</b> Visual Inspections of Dispenser Sumps
	<b>1</b> Continuous Electronic Sensing Equipment	<b>5</b> Electronic Monitoring of Dispenser Sumps
	<b>2</b> Visual Inspections of Piping Sumps	

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#### **E. Certified Contractor and 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 or removed. 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.

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

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Submit form to [tankregistration@floridadep.gov](mailto:tankregistration@floridadep.gov)

*If you have questions, please call a storage tank registration representative at (850) 245-8839 or email [tankregistration@floridadep.gov](mailto:tankregistration@floridadep.gov) for assistance. Thank you for your cooperation.*