



ABOVEGROUND STORAGE TANK MODIFICATION REPORT INSTRUCTIONS

This form is used to document and report tank handling activities which constitute modification(s) to existing aboveground storage tank systems. Tank system removal(s), relocation(s), reconstruction(s) and new installation(s) are documented and reported on the **Storage Tanks Registration/Permitting Application Form**. The following are instructions for completing each section of the form. It is important that you provide all requested information as accurately as possible.

- I. **FACILITY INFORMATION:** Provide the facility ID Number, facility name, complete address, and municipality. The facility I.D. number can be obtained from the blue Storage Tank Registration Certificate.
- II. **TANK INFORMATION:** Provide information about the tank; including the tank ID number, construction standard, and tank configuration. The Tank ID Number refers only to the DEP sequence number that appears on the blue Registration Certificate. (e.g. 001A, 702A, etc.)
- III. **TANK MODIFICATION INFORMATION:** Certify that the modifications were performed in accordance with manufacturer's specifications, engineer's design criteria, current industry standards, and comply with the Fire Safety Requirements for flammable and combustible liquids (if applicable). Provide comments on any irregularities in section VII.
- IV. **INSTALLER INFORMATION:** List the name, certification number, certification category(ies), company name, and company certification number for each certified installer that performed the tank handling activities; or provided direct onsite supervision and control of the activities. List only the certification category(ies) that are applicable to the tank handling activity(ies) that are being reported.
- V. **INSTALLER CERTIFICATION:** The certified installer(s) performing or supervising tank handling activities must verify that the tank handling activities performed were in compliance with the standards of Act 32 and applicable regulations. Each installer must provide the date(s) the activities were completed, a signature, and the date of signature.
- VI. **TANK SYSTEM INFORMATION:** Complete this section by **only** checking the blocks which correspond to the tank system component(s) that was/were modified or installed. The boxes for tank system components that were not modified or installed should not be checked. When applicable, circle either "installed" or "modified" and elaborate in section VII.
- VII. **SCOPE OF WORK AND ANY ADDITIONAL COMMENTS:** Provide a scope of work that was completed and written comments on modifications or installations of tank system related components. If additional space is needed, attach separate sheet(s) with facility and tank identification numbers. Items not adequately addressed in other sections of the modification report should be explained in further detail in this section. Please explain any irregularities observed during the tank handling activities in this section.
- VIII. **INSPECTOR INFORMATION:** A modification inspection is required when a major modification is performed on an aboveground tank greater than 21,000 gallons in capacity. A modification inspection is also required on small aboveground field constructed tanks when a major modification is performed to the tank shell or tank bottom. Major modifications include upgrades, repairs, or restorations which alter the design or may affect the integrity of the tank system. A major modification would relate to the tank shell, tank roof, tank bottom, internal lining, etc. The inspector should be involved prior to the initiation of the project and present at critical times. Provide the inspector's name, individual certification number, company name, and company certification number.

MODIFICATION REPORT DISTRIBUTION: Copies of the modification report are to be kept and maintained by the certified installer and owner. Original modification reports are to be **submitted to DEP by the Certified Tank Handler within 30 days after the modification activity(ies) is completed.**

- Original to DEP central office (see addresses on reverse side)
- Copy to the appropriate DEP regional office (see addresses on reverse side)
- Copy to the tank owner
- Copy for tank handler's files

Central Office

Pennsylvania Department of Environmental Protection
 Rachel Carson State Office Building
 Division of Storage Tanks
 P.O. Box 8763
 Harrisburg, PA 17105-8763

<p>Southeast Region 2 East Main Street Norristown, PA 19401-4915 484-250-3960</p> <p>Counties: Bucks, Chester, Delaware, Montgomery, and Philadelphia</p>	<p>Northcentral Region 208 West Third Street, Ste. 101 Williamsport, PA 17701-6448 570-327-0500</p> <p>Counties: Bradford, Cameron, Centre, Clearfield, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, and Union</p>
<p>Northeast Region 2 Public Square Wilkes-Barre, PA 18701-1915 570-820-4902</p> <p>Counties: Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne, and Wyoming</p>	<p>Southwest Region 400 Waterfront Drive Pittsburgh, PA 15222-4745 412-442-4091</p> <p>Counties: Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington, and Westmoreland</p>
<p>Southcentral Region 909 Elmerton Avenue Harrisburg, PA 17110-8200 717-705-4705</p> <p>Counties: Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry, and York</p>	<p>Northwest Region 230 Chestnut Street Meadville, PA 16335-3481 814-332-6648</p> <p>Counties: Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango, and Warren</p>