



Storage Tank Company Certification Application Instructions

Do not return these instruction sheets with the completed application form.

The Storage Tank Company Certification Application has been modified. In addition to its original use as a general application for company certification and renewal of company certification it may be used to AMEND certification information provided previously to the department. Information provided on the application should be typed or printed neatly, and be legible.

SECTION I - APPLICATION TYPE – Please choose only one of the three options

FIRST Request for Company Certification – Select this option if your company has never applied for Storage Tank Company Certification under Chapter 245.

RENEW Company Certification – Select this option if you hold current Storage Tank Company Certification or if your company has been certified previously. Company certification is valid for three (3) years from the date of issuance. The company must employ at least one (1) Pennsylvania DEP certified tank handler or inspector at the time the department receives the application. Renewal applications should be submitted to the department 60-120 days prior to the certification expiration date.

AMEND Company Certification Information – Storage tank regulations require you to report any change to your certification record within fourteen (14) days of such change. Changes to addresses or telephone numbers, ownership or structure, officers, the addition or deletion of branch offices, and certified employees hired or terminated should be given priority consideration. Unless specifically requested by the department it is not necessary to report changes to licenses or certifications.

You must indicate whether or not the application is in response to a previous denial of request for company certification issued by the department under Chapter 245.

A compliance history evaluation is part of the application review process. Indicate if the company or any officer of the company has been the subject of any enforcement action; provide details.

SECTION II – COMPANY INFORMATION

The Department requires an application that is accurate and complete. It is important that the company name is correctly referenced, and the Client Type Code be identified. The company address should be in compliance with US Postal Standards, and the Federal Tax ID Number, or EIN, accurately recorded. If you use a Post Office Box, include a physical address as well.

Applicant/Company Type Codes

Government

AUTH	Authority
CNTY	County
FED	Federal Agency
MUNI	Municipality
OTHER	Other (Govt)
SCHDL	School District
STATE	State Agency

Non-Government

ASSOR	Association/Organization
ESTST	Estate/Trust
INDIV	Individual
LLC	Limited Liability Company
LLP	Limited Liability Partnership
NPACO	Non-Pennsylvania Corporation
OTHER	Other (Non-Govt)
PACOR	Pennsylvania Corporation
PARTG	Partnership – General
PARTL	Partnership – Limited
SOLEP	Sole Proprietorship

NOTE: If two individual's names are listed as co-applicants, use the Applicant Type Code PARTG.

SECTION III – COMPANY OFFICERS

Please use the following abbreviations for the titles of company officers:

PRES – President	VP – Vice President	SEC – Secretary	TREAS – Treasurer
MGR – Manager	OWN – Owner	CHMN – Chairman	DIR – Director

Record the Social Security Number of each company officer.

SECTION IV – PREVIOUS COMPANY NAMES

List all names, if any, previously used by this company. Include fictitious or d/b/a names.

SECTION V – LICENSES & CERTIFICATIONS

List all industry or government licenses or certifications held by the company, or officers. For example, manufacturer's training certificates, API, NACE, ASME, ASNT, and OSHA Personal Protection and Safety Training Certificates.

SECTION VI – SUBSIDIARY COMPANY OR BRANCH OFFICE INFORMATION

List all corporate subsidiaries or branch offices covered by the certification of this parent company, if approved. Leave this section blank if no subsidiary companies or branch offices will be involved with any form of tank handling or inspection activity.

SECTION VII – CERTIFIED EMPLOYEES

Please list all Pennsylvania DEP certified employees. An employee is an individual to whom you issue a W-2 Form (Wage & Earning Statement) at the end of the year. It is not a certified individual you hire as a sub-contractor.

If you are renewing your company certification, you may have lost or gained employees since your last certification was issued. Please review your list of employees, past and present, and identify their status. Record the applicable hire and termination dates as mm/dd/yyyy.

SECTION VIII – COMPANY OFFICIAL'S REVIEW AND CERTIFYING STATEMENT

VERY IMPORTANT - *An officer of the company must read all parts of **SECTION VIII**, and upon reading, sign and date the application.* It is no longer necessary for the officer to have the signature notarized. Retain a copy of the application for your records and send the application materials to:

**Pennsylvania Department of Environmental Protection
Bureau of Environmental Cleanup and Brownfields
Division of Storage Tanks
P.O. Box 8762
Harrisburg, PA 17105-8762**

Questions may be directed in writing to this address or by calling:

(717) 772-5599
(In PA) 1-800-42-TANKS

For more information, visit www.dep.state.pa.us, keyword: Storage Tanks.