

INSTRUCTIONS

STORAGE TANK INSTALLER AND INSPECTOR CERTIFICATION APPLICATION

Do not return these instructions with the completed application

When completing the application, type or print legibly. Illegible applications will be returned unprocessed. Unless otherwise directed, include with the application all attachments, certificates, or licenses required to support qualification for category-specific certification. The license, certificate or any other documentation, whether provided by a manufacturer, government agency, or training course provider must specifically name the applicant.

The Department must receive the application at least 60 days prior to the announced date of the scheduled examination. If you are renewing your certification you should submit your application 60-120 days before your certificate expires.

NOTE:

If you only need to change applicant contact information or company affiliation, use the Storage Tank Installer and Inspector Amendment Form. The Amendment Form must be submitted within 14 days of any change of information.

SECTION I – APPLICANT INFORMATION

Provide information for each item; leave nothing blank. If, for example, you do not have an email address, Client ID#, or Certification ID#, write “NA” (not applicable) on the appropriate line. Record your full Social Security number.

This application is for *individuals* requesting *individual* certification. For that reason, as an *individual* DEP Client, the Department prefers to have your home address and phone number. If you have a DEP Client ID # please record the number on your application. You can find your DEP Client ID # on your certificate or any correspondence from the Department.

SECTION II – APPLICATION TYPE

There are 3 types of applications; **First**, **Modification**, and **Renewal**. The first application is indicated for an applicant who has ***never been granted DEP certification*** as an Installer or Inspector.

A **modification** application is selected by DEP certified Installers and Inspectors who are requesting certification in a **new certification category** that they have not previously held.

Applicants should select **renewal** when requesting re-certification in a category currently held, or held previously and which has expired.

SECTION III – CURRENT EMPLOYER INFORMATION

Provide information for each section. If your employer is a **DEP Certified company** it will have a **DEP Client ID#** and a **DEP Certification#**. If the company is not DEP certified, one of the company officers will have to complete a Storage Tank Company Certification Application. You may not perform tank handling or inspection activities as an employee of a non-DEP certified company. If you work for more than one employer, copy page 2 and submit information for each employer.

Note: Employer means that the company withholds taxes and issues you a W-2 form for the period of your employment. You are not an employee if you perform work as a sub-contractor.

The Department has provided a list of Client Type Codes for use by Installers and Inspectors, as well as by companies. Installers and Inspectors requesting certification are always Individual Clients. A company Client Type Code is determined by the structure of the company. A complete list of codes follows:

DEP Client Type Codes

<u>Government</u>		<u>Non-Government</u>	
AUTH	Authority	ASSOR	Association/Organization
CNTY	County	ESTST	Estate/Trust
FED	Federal Agency	INDIV	Individual
MUNI	Municipality	LLC	Limited Liability Company
OTHG	Other (Government)	LLP	Limited Liability Partnership
SCHDL	School District	NPACO	Non-Pennsylvania Corporation
STATE	State Agency	OTHER	Other (Non-Government)
		PACOR	Pennsylvania Corporation
		PARTG	General Partnership
		PARTL	Limited Partnership
		SOLEP	Sole Proprietorship

SECTION IV – MAIL CORRESPONDENCE TO ADDRESS

Tell us where you want to receive mail. If you choose “employer’s address” and you are employed by more than one DEP certified company be certain to indicate which company should receive your mail.

SECTION V – CERTIFICATION CATEGORIES

In this section mark in which of the 14 categories you are requesting certification, and which application type applies to your request. The Storage Tank Installer and Inspector Certification Application provides the applicant with specific guidance.

SECTION VI – APPLICANT’S CERTIFYING STATEMENT

The applicant is required to read and sign Section VI.

SECTION VII – EMPLOYER’S CERTIFYING STATEMENT

An officer representing the applicant’s employer must read and sign Section VII.

The Department reserves the right to request additional information necessary to determine whether the issuance of a certification conforms to Act 32 and Chapter 245. The applicant should retain a copy of the application and all attachments. Send the application materials (not the instructions) to:

Pennsylvania Department of Environmental Protection
Bureau of Environmental Cleanup and Brownfields
Division of Storage Tanks
PO Box 8762
Harrisburg, PA 17105-8762
717-772-5599
or
1-800-42-TANKS (In PA)

Additional information may be obtained by calling Storage Tanks customer service at the above numbers, or by visiting our website www.dep.state.pa.us, keyword: Storage Tanks.