



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF ENVIRONMENTAL CLEANUP AND BROWNFIELDS

STORAGE TANK SITE-SPECIFIC INSTALLATION PERMIT APPLICATION INSTRUCTIONS

GENERAL INFORMATION

The following instructions are intended to assist the applicant in properly completing a DEP Storage Tank Site Specific Installation Permit (SSIP) Application. Permitting regulations are in 25 PA Code Chapter 245 Subchapter C. Information is available from and the application must be submitted to:

Department of Environmental Protection
Bureau of Environmental Cleanup and Brownfields
Division of Storage Tanks
P.O. Box 8762
Harrisburg, PA 17105-8762
(717) 772-5599

The application package must contain two (2) complete copies of all parts of the application and the required fee. Information must be typed or clearly printed. The application package contains the following:

- General Information Form (GIF)
- Site Specific Installation Permit Form Part I
- Site Specific Installation Permit Form Part II (if required)
- Attachments
- Fee

Please review the application form and attachments carefully before submitting to the Department. The Department will only begin its review after the receipt of a complete application package. Use the Site Specific Installation Permit Completeness Review Checklist to ensure the submittal of a complete application package.

Applicants are highly encouraged to contact the Department for a pre-application conference or discussion.

INSTALLATION ACTIVITIES WHICH REQUIRE A PERMIT

A SSIP Application is required before the following storage tank systems can be installed:

- Aboveground storage tank (AST) systems with a capacity greater than 21,000 gallons.
- New AST facilities with an aggregate AST capacity greater than 21,000 gallons.
- Field constructed underground storage tank (UST) systems.
- Storage tank systems with a capacity greater than 1,100 gallons containing a highly hazardous substance.

Regulatory changes effective November 10, 2007 reduced the SSIP application requirements in certain situations. Refer to the following matrix to determine the applicable requirements:

Tank Type	Facility Type	Tank Location	Part I Required	Mapping Part II #1	Siting Part II #2	Geological Part II #3	Environmental Assessment Part II #4
Large AST	Existing Large	New	Yes	Yes	Yes	Yes	No
Large AST	Existing Small	New	Yes	Yes	Yes	Yes	Yes
Large AST	Existing Large	Same Footprint	Yes	No	No	Yes	No
Large AST	New	New	Yes	Yes	Yes	Yes	Yes
Small ASTs (aggregate >21,000 gal)	New Large	New	Yes	Yes	Yes	Yes	No
Highly Haz AST/UST	Existing or New	New or Same Footprint	Yes	No	No	No	No
UST Field Constructed	Existing or New	New or Same Footprint	Yes	No	No	No	No

Instructions

Tank Type: Applies to proposed storage tank

- Large AST – Aboveground Storage Tank with a capacity greater than 21,000 gallons
- Small AST – Aboveground Storage Tank with a capacity less than or equal to 21,000 gallons
- Highly Haz – UST greater than 1100 gallons or AST greater than 1100 and equal or less than 21,000 gallons; storing a Highly Hazardous Substance as listed in the Regulated Substances List.
- UST Field Constructed – Underground Storage Tank that is fabricated on site

Facility Type: Applies to current facility status

- Existing Large – Storage tank facility with aggregate registered AST capacity greater than 21,000 gallons.
- Existing Small – Storage tank facility with aggregate registered AST capacity less than or equal to 21,000 gallons.
- New – No registered AST at facility.
- New Large – Facility has no registered AST but aggregate AST capacity will be greater than 21,000 gallons.
- Existing or New – Applies to both existing AST and new facilities.

INSTRUCTIONS FOR COMPLETING THE SSIP APPLICATION FORM

PART I must be completed by **ALL** applicants.

- I. Indicate if the storage tank facility is new or existing. Indicate if the existing facility has regulated aboveground storage tanks.
- II. Enter the owner/business name and telephone number.
- III. Enter the facility name and telephone number. If the facility has a storage tank facility identification number, enter the number as it appears on the registration certificate.
- IV. Indicate if the proposed tank(s) is an UST or AST. Enter the substance which will be stored and the substance's CAS No. (Chemical Abstract Service Number). Enter the proposed tank capacity in gallons. List the Fee for each Tank (see V. below to calculate fee).
- V. The minimum fee for a SSIP application is \$20. The fee for USTs is \$20 per tank. Fees for ASTs at an existing AST facility are based on each tank's capacity. The fee is \$20 for each 10,000 gallons of capacity. Round the capacity to the nearest 10,000 gallons and multiply the number of 10,000s by \$20. **Example:** An AST with a capacity of 42,000 gallons would have an application fee of \$80.

42,000 rounded to nearest 10,000 is 40,000
40,000 divided by 10,000 is 4
4 times \$20 equals \$80

*The fee for a new large aboveground tank facility is calculated on the aggregate regulated AST capacity. Add the tank capacities and round to the nearest 10,000 gallons.

Make checks payable to "Commonwealth of Pennsylvania".

- VI. Certification, that the general requirements for the SSIP will be met and that the application information is true and correct, must be completed by the tank owner or a responsible official of the applicant. The general requirements are found in 25 PA Code §245.232. Acknowledgment of the general requirements is indicated by the responsible official placing his/her handwritten initials in the space before each appropriate statement.

Include a summary describing how the community was informed of the project, and any interaction with the public regarding the project. For new facilities and facility expansions, it is recommended that a notice be published in a newspaper of general circulation or the project be otherwise advertised to the neighboring community. See DEP technical guidance 012-0900-003, "Policy on Public Participation in the Permit Application Review Process" for more information.

Municipal and County notifications should follow the guidelines in DEP Policy 012-0200-001, "Policy for Consideration of Local Comprehensive Plans and Zoning Ordinances in DEP Review of Permits for Facilities and Infrastructure." This policy explains how DEP takes local land use planning and zoning ordinances into account during the permit review process. View this policy online at www.dep.state.pa.us, keyword: eLibrary.

A Spill Prevention Response (SPR) Plan is required for facilities with a total aboveground storage tank capacity greater than 21,000 gallons. An updated SPR Plan, which includes the proposed tanks, must be submitted with the SSIP application or to the appropriate DEP regional Environmental Cleanup Program's Storage Tank Section before a SSIP application can be reviewed. Indicate, by checking the appropriate box, the type of submission, complete new plan or revision of an existing plan, and enter the date that the SPR Plan or revision was submitted.

The Department is required to determine the applicant's compliance status with the applicable state and federal laws pursuant to Section 1301 of the Storage Tank Act, 35 P.S. §6921.1301. Please include the applicant's company structure and the names and tax identification numbers of any related companies (i.e. partner, parent company, subsidiary) owning or operating tanks in Pennsylvania.

The certification statement must be signed by the tank owner or a responsible official of the owner.

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PART II

It is recommended that this part of the application be completed by a person experienced in siting requirements and environmental assessment.

1. Mapping requirements include a plot plan and a copy of the 7½ minute USGS topographic map showing the exact location of the proposed tank(s). **Maps, plans and cross sections shall be prepared and sealed by a Pennsylvania registered professional engineer, Pennsylvania registered land surveyor or a Pennsylvania registered geologist** and be on a scale no less than 1 inch to 400 feet. Mapping requirements are found at §245.233.

The latitude and longitude needs to be shown on the plot plan for the approximate center of each proposed storage tank. DEP expects the level of accuracy for the latitude and longitude coordinates to be within 25 meters. This information and method of determination must be included on the plot plan and in the following format:

- * Latitude & Longitude expressed in the following format/detail:

Latitude = Degrees as 2-digit decimal ranging from 00 thru 90
 Minutes as 2-digit decimal ranging from 00 thru 60
 Seconds as 2-digit and expressed to ten-thousandths of a second (SS.S)

Longitude = Degrees as 3 digit decimal ranging from 000 thru 180
 Minutes as 2-digit decimal ranging from 00 thru 60
 Seconds as 2-digit and expressed to ten-thousandths of a second (SS.S)

- * **Specific method used to determine latitude/ longitude coordinates:**

Map Interpolation, or
 Geographic Position System (GPS) or
 Other method (Specify)

- * **Specify the level of accuracy** ie. 6 meter, 10 meter, 25 meter

The plot plan must include:

- facility name
- facility boundaries
- tank locations
- public roads within or adjacent to the facility
- streams, lakes or surface watercourses located in or adjacent to the facility
- municipality and county name
- location of test borings
- location of any mining activities
- location of public and private groundwater supplies
- latitude and longitude for each new tank

The topographic map must include:

- facility name
- municipality and county name
- facility boundaries
- tank location(s)
- quadrangle name
- location of ground water supply sources within 2,500 feet of facility
- surface drainage courses

2. Siting requirements include determination of floodplains, wetlands, and geological features that are in the vicinity of this construction or installation. Siting requirements are found at §245.234. The following agencies may be able to provide information that could assist you in making siting determinations:

Floodplain: eMAP PA www.emappa.dep.state.pa.us/emappa/viewer.htm

County or Local Emergency Management Agencies

Federal Emergency Management Agency
www.fema.gov
 (877) 336-2627

Wetlands: Local County Conservation District

DEP Bureau of Waterways Engineering and Wetlands
 Division of Wetlands, Encroachment and Training
 PO Box 8460
 Harrisburg, PA 17105-8460
 (717) 787-3411

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3. Answers of “yes” to any of the questions regarding geological considerations requires the submittal of additional geotechnical analysis. Depending on the extent of geological concerns, tank foundation design considerations may need to be included. **An appropriately registered professional must complete the Professional Certification enclosed in the SSIP application package, as well as seal any additional geotechnical analysis and/or tank foundation design documentation.** The following agency may be able to provide information that could assist you in making geological interpretations.

Geological Features:

Department of Conservation and Natural Resources
Bureau of Topographic and Geological Survey
3240 Schoolhouse Road
Middletown, PA 17057
(717) 702-2017
www.dcnr.state.pa.us/topogeo

4. The environmental assessment addresses the potential impact the proposed tank(s) may have on the environment and public safety. Provide adequate information about the investigation done to determine any potential threats and the proposed mitigation process, which will allow the Department to determine if adequate protection will be provided. The investigation must consider conditions at the site, adjacent locations and down gradient areas. The potential impact considerations must address the possibility of a release from the storage tank system including the containment structures. Environmental assessment requirements are found at §245.235.
- A. COMMUNITY WATER SUPPLIES** – Applicants seeking public water system location information should use eMapPa. This program contains a buffer tool that allows users to identify nearby water supplies using a GIS application. The tool will also provide the public water supply contact information so users can contact the water supplier if more information is needed. Please note that specific location data of public water supplies is considered sensitive information and may not be provided. Here is the link: www.emappa.dep.state.pa.us/emappa/viewer.htm
- B. PRIVATE WATER SUPPLIES** – Use of the eMAP PA tool (www.emappa.dep.state.pa.us/emappa/viewer.htm) and the Pennsylvania Groundwater Information System (PAGWIS) database (www.dcnr.state.pa.us/topogeo/groundwater/PaGWIS/PaGWISMain.asp) will assist you in determining and locating any private wells in the vicinity of your project. The PAGWIS is included as a layer in eMAP PA. Note that all wells within 2,500 feet of the project must be plotted on the topographic map and submitted with the application.
- C. WETLANDS** – Use available means to determine the presence or absence of wetlands on and near the project site. The agencies listed previously in the instructions under “wetlands” may be able to assist. Also available is an online soil survey tool, Pennsylvania SoilMap (soilmap.psu.edu), which may assist in determining if hydric soils exist on the site.
- D. CRITICAL OR UNIQUE WILDLIFE HABITATS / AREA WHICH SUPPORTS ENDANGERED, THREATENED, OR RARE PLANT OR ANIMAL SPECIES** – The Pennsylvania Natural Diversity Inventory (PNDI) Environmental Review Tool, online at www.naturalheritage.state.pa.us, is the first step in determining any potential impacts to endangered or threatened species in the area of the project. Click on the link to the “PNDI Project Planning Environmental Review” and follow the directions to produce a PNDI receipt for your project. If the PNDI results indicate that further review is required, follow the instructions on the report to contact the appropriate agency for follow-up. Include the agency’s response with the SSIP application.
- E. HISTORICAL OR ARCHAEOLOGICAL SITES** – Identification of any impact to historical or cultural resources that could be affected during earth-moving activities can be accomplished by contacting the PA Historical and Museum Commission, address below, with a description of the project and location information. A response will be given noting whether or not additional investigation is required.
- PA Historical and Museum Commission
Bureau of Historic Preservation
Commonwealth Keystone Building, Second Floor
400 North Street
Harrisburg, PA 17120-0093
Phone: (717) 783-8946
- F. RECREATIONAL PARKS AND FORESTS, NATURAL AREAS OR ENVIRONMENTAL CENTERS** – Identify any parks, recreational areas, or natural areas in the vicinity of your project. This can be done through the use of maps or by contacting any pertinent Federal, State, or Local agency.
- G. PENNSYLVANIA SCENIC RIVERS / NATIONAL WILD AND SCENIC RIVER SYSTEM** – Information regarding both PA and national scenic rivers can be found online at www.dcnr.state.pa.us/brc/rivers/scenicrivers/locationmap.aspx
- H. PRIME FARMLAND OR AGRICULTURAL SECURITY AREA** – Information regarding farmland issues can be found by contacting the county conservation district. The online Pennsylvania SoilMap tool at soilmap.psu.edu may assist in determining if the soil type in the project area could be considered prime farmland.

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- I. **SPECIAL PROTECTION WATERSHEDS AS DESIGNATED IN CHAPTER 93** – Identify whether your project is near or could impact any watersheds designated as High Quality or Exceptional Value in 25 PA Code, Chapter 93. Applicants seeking Watershed location information should use eMapPa. This program contains a buffer tool that allows users to identify nearby watersheds using a GIS application. Here is the link: www.emappa.dep.state.pa.us/emappa/viewer.htm

Other Sources of Information

USGS Topographic maps

DCNR Recreational Guide and Highway Map

Local Emergency Management Agency

TECHNICAL GUIDANCE REFERENCES

(Available online at www.dep.state.pa.us, keyword: eLibrary)

- | | |
|--------------|--|
| 012-0200-001 | Policy for Consideration of Local Comprehensive Plans and Zoning Ordinances in DEP Review of Permits for Facilities and Infrastructure |
| 012-0900-003 | Policy on Public Participation in the Permit Application Review Process |
| 400-0200-001 | Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation |
| 021-2100-001 | Policy for Implementing the Department of Environmental Protection (Department) Permit Review Process and Permit Decision Guarantee. |

Coordination # _____

STORAGE TANK SITE-SPECIFIC INSTALLATION PERMIT APPLICATION PART I

All required information must be typed or legibly printed in the spaces provided herein:
 This form must be fully and accurately completed.

I. FACILITY BACKGROUND INFORMATION

- New Facility Existing Regulated Aboveground Storage Tanks at Facility
 Existing Facility (Enter Storage Tank Facility ID No. below)

II. TANK OWNER/BUSINESS INFORMATION

Owner Name _____
 Phone No. (____) _____

III. FACILITY INFORMATION

Storage Tank Facility ID NO. _____
 Facility Name _____
 Phone No. (____) _____

IV. PROPOSED TANK SYSTEM INFORMATION

Tank Type		Substance Name	Substance CAS No.	Capacity (Gallons)	Fee
AST	UST				
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____

V. TOTAL FEE FOR THIS APPLICATION (see instructions): \$ _____

VI. CERTIFICATION OF GENERAL REQUIREMENTS FOR SITE SPECIFIC INSTALLATION PERMITS

Please acknowledge the following requirements by placing your initials in front of the requirements listed below.

- _____ I certify that the tank handling and inspection activities performed on the tank system(s) listed in this application will be performed by Department certified individuals.
- _____ I certify that the storage tank system(s) listed in this application will be in compliance with applicable administrative, technical and operational requirements of subchapter E, F or G.
- _____ I have notified the municipality and county in which the tank(s) will be located and have attached proof of this notification to this application.
- _____ I have submitted to the Department's Regional Storage Tank Section: a new SPR Plan; revisions to an existing SPR Plan, on _____.
- _____ I have included a description of the company structure and identified related companies owning or operating storage tanks in Pennsylvania.
- _____ Applicant agrees to notify the Department's Regional Storage Tank Section within 30 days of receiving notification that mining activities will occur beneath the storage tank site.

I certify under penalty of law that I have personally examined and that I am familiar with the information submitted in this application and all attached documents. I certify under penalty of law as provided in 18 PA C.S.A. Section 4904 (relating to unsworn falsification to authorities), the information provided in this application is true, accurate, and complete to the best of my knowledge and belief.

 Typed Name

 Signature

 Title

 Date

(____) _____
 Phone

DEP Use Only		eFACTS INFORMATION	
Date Rec'd	_____	Fee Submit (yes/no)	_____
Date Adm. Cmpl't.	_____	Adm. Reviewer Init.	_____
Date Tech. Rev.	_____	Tech. Reviewer Init.	_____
Date Approval	_____	APS ID	_____
Date Ret. Applicant	_____	Client ID	_____
		Authority ID	_____
		Program ID (Permit #)	_____

**STORAGE TANK
SITE-SPECIFIC INSTALLATION PERMIT APPLICATION
PART II**

TANK OWNER/BUSINESS NAME: _____

FACILITY NAME: _____

Please acknowledge the following requirements by placing a yes or no in front of the requirements listed below.

1. Mapping requirements for site specific installation permits

- _____ Plot Plan attached meeting requirements §245.233
 _____ Latitude and Longitude must be shown on the plot plan for each proposed tank location(s).
 _____ Copy of the 7¹/₂ minute USGS map attached showing proposed tank location(s).

2. Siting

Floodplain:

- _____ All or part of the tank system or facility is located in the 100-year floodplain or records show that this site has been inundated by flood waters.
 If the answer is yes, answer the following: _____ This site was used for industrial purposes prior to August 5, 1989.

Wetlands

- _____ All or part of the tank system or facility is located in a wetland.
 If the answer is yes, answer the following: _____ A Chapter 105 permit has been obtained

3. Geological Considerations

- _____ All or part of the tank system or facility location has been deep mined.
 If the answer is yes, answer the following:
 _____ An assessment is provided showing the degree of and potential for surface subsidence and include the methods to be used to stabilize the tank system.
 _____ Applicant assures that minerals providing surface support will not be mined as long as the facility stores regulated substances.
 _____ All or part of the tank system or facility is underlain by carbonate bedrock limestone. If yes, provide information on and an assessment of the prevalence of solution channels and the potential for sinkholes. Include the methodology that will be used to stabilize the tank system's foundation.
 _____ There are other geological features at the tank system site that have a potential to affect the tank system integrity. If yes, provide a geological assessment and methods to be used to stabilize the tank system foundation.

4. Environmental Assessment

The environmental assessment determines the potential impact of this facility on the environment, public health and public safety. Please provide an explanation of your investigation to determine whether the proposed tank(s) are located near or pose any potential threat to each of the areas listed below. The explanation of the investigations in each area must include the source of the information, the date the information was valid, the extent of the investigation and the findings. When a potential threat exists, provide detailed information and analysis of the threat and the proposed mitigation measures that will protect the environment.

- A. A community water supply.
- B. A private water supply.
- C. Wetlands.
- D. Critical or unique wildlife habitats or is located within an area which supports an endangered, threatened or rare plant or animal.
- E. Historical or archaeological sites.
- F. Recreational parks and forests, natural areas or environmental centers.
- G. A waterway designated as a Pennsylvania Scenic River or a waterway included in the National Wild and Scenic River System.
- H. Prime farmland or an agriculture security area.
- I. A Special Protection Watershed as designated in Chapter 93.



PROFESSIONAL CERTIFICATION

Storage Tank Site-Specific Installation Permit Application Part II – Siting Requirements – Geological Considerations

Facility Name: _____

Registered Professional

By affixing my seal to this application (document), I am certifying that the information is true and correct. I further certify I am licensed to practice in the Commonwealth of Pennsylvania and that it is within my professional expertise to verify the correctness of the information.

(Name of Professional)

(Signature)

Signed and sealed this day _____, _____

SEAL

STORAGE TANK SITE SPECIFIC INSTALLATION PERMIT (SSIP) APPLICATION COMPLETENESS REVIEW CHECKLIST

<input type="checkbox"/>	<p>PERMIT APPLICATION PARTS I AND II</p> <ul style="list-style-type: none"> - Two full copies of the SSIP application package - Certification statements in Part I, Section VI must be hand-initialed - SSIP Application Part I signed by applicant - SSIP Application Page 3 sealed by PA-licensed professional - Proper application fee submitted, check made payable to Commonwealth of Pennsylvania
<input type="checkbox"/>	<p>GENERAL INFORMATION FORM (GIF)</p> <ul style="list-style-type: none"> - All sections completed; signed by appropriate individual - All questions answered; additional information provided when needed - Section G – Time Schedules provided
<input type="checkbox"/>	<p>NOTIFICATION LETTERS TO COUNTY AND MUNICIPALITY</p> <ul style="list-style-type: none"> - Proof of receipt for each letter - Letters must inform the county and municipality of the facility location, the proposed installation of storage tanks, and the submittal of the SSIP application to DEP
<input type="checkbox"/>	<p>CURRENT SPILL PREVENTION & RESPONSE PLAN (SPRP)</p> <ul style="list-style-type: none"> - Submitted with the SSIP application (preferred) or submitted directly to the DEP Regional Office
<input type="checkbox"/>	<p>MAPPING</p> <p><u>PLOT PLAN</u></p> <ul style="list-style-type: none"> - Seal of PA-registered Professional Engineer, Geologist, or Land Surveyor - Facility boundaries - Facility name - Tank locations - Public roads - Streams, lakes, other watercourses - Municipality and county name - Latitude/Longitude of tank systems (may be on topographic map) - Scale of no less than one inch to 400 feet - Locations of any test borings and/or monitoring wells
<input type="checkbox"/>	<p><u>TOPOGRAPHIC MAP</u></p> <ul style="list-style-type: none"> - Facility name - Municipality and county name - Facility boundaries - Approximate tank locations - Quadrangle name - Surface drainage courses not obvious from the map - Location and ownership of public and private groundwater wells within 2,500 feet of the facility
<input type="checkbox"/>	<p>GEOTECHNICAL ANALYSIS (if required – see SSIP instructions)</p> <ul style="list-style-type: none"> - Sealed by an appropriate PA-registered professional
<input type="checkbox"/>	<p>ENVIRONMENTAL ASSESSMENT (if required – see SSIP instructions)</p> <ul style="list-style-type: none"> - Discussion and documentation of each of the areas identified in the SSIP instructions

