



UNDERGROUND STORAGE TANK MODIFICATION REPORT INSTRUCTIONS

This form is used to document and report tank handling activities that constitute modification to existing underground storage tank systems. Activities related to tank lining evaluations are reported on the lining inspection form. Tank system removals, relocations, reinstallations and new installations are documented and reported on the **Registration/Permitting of Storage Tanks** form (2630-PM-BECB0514). The following are instructions for completing each section of the modification form.

- I. FACILITY INFORMATION:** Provide the facility I.D. Number (from the storage tank registration certificate or the 90-day temporary registration letter), facility name, complete address, municipality, and county.
- II. TANK INFORMATION:** It is important that you provide all requested information as accurately as possible. Complete the section as required and enter the appropriate fire safety information. Provide written comments on any irregularities.
- III. INSTALLER INFORMATION:** List the installer name(s), certification number(s), certification category used, company name, and company certification number(s) that performed the tank handling activities or provided direct onsite supervision and control. Consult Technical Document #263-0900-011 "Modification and Maintenance Issues" for describing the modification activity.
- IV. TANK SYSTEM COMPONENTS:** The Tank ID# in this section refers to the DEP identification number that appears on the registration certificate. Other numbers given by the owner are not to be used.

Substance Code. Use the substance code for the currently-stored or last-stored substance as follows:

Code	Description	Code	Description
GAS	Gasoline	AVGAS	Aviation Gasoline
DIESEL	Diesel Fuel	JET	Jet Fuel
KERO	Kerosene	USDOL	Used Oil (all forms)
HO	Heating Oil*	WO	Waste Oil
NMO	New Motor Oil	OTHER	Other (unlisted petroleum)**
HZSUB	Hazardous Substance***		
HZPRL	Hazardous***Mixed with Petroleum		
UNKN	Unknown	UNREG	Unregulated Substance

Use the comment section for specifying names of Other Petroleum and all hazardous substances. Do not use an acronym or brand name.

* Heating oil is defined as No. 1, No. 2, No. 4-Light, No. 4-Heavy and No. 6 grades of fuel oil. Also included in this definition are other residual fuel oils such as Navy Special and Bunker C and substitutes for fuel oil.

** Specify the full name(s) of the substance if it is an 'Other Petroleum Substance.'

*** Specify the full CERCLA Name(s) and CAS Number(s) of each hazardous substance present.

Complete this section by checking the blocks that correspond to the tank system component(s) that was modified or installed. **Check only the blocks for the component(s) that was modified or installed.** Tank system components that were **not** modified, upgraded or installed should **not** be checked.

- V. COMMENTS:** Sketch the site in the comment section or attach a site diagram. Indicate tank numbers, substance stored and capacity of each underground tank at the facility. The tank number on the drawing refers to the DEP identification (sequence) number that appears on the registration certificate. Other numbers given by the owner are not to be used. Tank numbers on page 2 and 3 of the Modification Report form should correspond to numbers on the site drawing. Provide detailed written comments on modifications or installations of tank system related components. If additional space is needed, attach separate sheet(s) with facility identification and tank sequence numbers. Irregularities in Section II and items marked "other" in Section IV must be explained in the comment section. Note "person" contracting and reason for the modification.

VI. 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. The installers must provide a signature, date(s) of signature, and date(s) the work was completed.

MODIFICATION REPORT DISTRIBUTION: Copies of the modification report are to be kept and maintained by the certified installer and tank owner. The original and one copy of the modification report is to be submitted to the Department (as shown below) within **30** days after the modification activity is completed. The mailing address is:

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

Copy: Owner
Copy: Appropriate DEP regional office (see below)
Copy: Installer's file - keep for 10 years, minimum

Southeast Region 2 East Main Street Norristown, PA 19401-4915 484-250-5960 Counties: Bucks, Chester, Delaware, Montgomery and Philadelphia	Northcentral Region 208 West Third Street, Ste. 101 Williamsport, PA 17701-6448 570-327-0500 Counties: Bradford, Cameron, Centre, Clearfield, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union
Northeast Region 2 Public Square Wilkes-Barre, PA 18701-1915 570-820-4902 Counties: Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne and Wyoming	Southwest Region 400 Waterfront Drive Pittsburgh, PA 15222-4745 412-442-4091 Counties: Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington and Westmoreland
Southcentral Region 909 Elmerton Avenue Harrisburg, PA 17110-8200 717-705-4705 Counties: Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry and York	Northwest Region 230 Chestnut Street Meadville, PA 16335-3481 814-332-6648 Counties: Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren