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

UNDERGROUND STORAGE TANK MODIFICATION REPORT FORM INSTRUCTIONS

This form is used to document and report tank handling activities that constitute modification to existing underground storage tank (UST) 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). **Note:** During installation and removal activities, any existing UST that was modified but not removed or installed during the course of activity reported on the **Registration/Permitting of Storage Tanks** form shall have a separate modification report form submitted detailing the activity specific to that UST.

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 GPS location (preferably from the center of the tank field).

II. ACTIVITY INFORMATION: Indicate whether the tank handling activity was a minor modification or major modification. Consult Bureau of Environmental Cleanup and Brownfields technical guidance 263-0900-011 "Modification and Maintenance Issues" to determine if the modification activity was a minor or major modification. If the modification activity was in response to an inspection, please check the appropriate box and include the inspector's name and the inspection date.

III. 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.

IV. INSTALLER INFORMATION: List the installer name(s), certification number(s), certification category used (but only certification categories relevant to the reported activity), company name, and company certification number(s) that performed the tank handling activities or provided direct onsite supervision and control. Provide the contact name, email, and phone number for the installers' representative who will be readily available to answer Pennsylvania Department of Environmental Protection (DEP) questions about the modification activity.

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

VI. 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 <u>are not</u> to be used**.**

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

VII. COMMENTS: 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 III and items that indicate comments are required in Section VI must be explained in the comment section. Note "person" contracting and reason for the modification.

VIII. SITE DRAWING: Sketch the site 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 <u>are not</u> to be used. Tank numbers on page 2 and 3 of the modification report form should correspond to numbers on the site drawing.

MODIFICATION REPORT DISTRIBUTION: Copies of the modification report with any testing required by applicable regulations 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 DEP (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 8762
Harrisburg, PA 17105-8762

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

Northwest Region 230 Chestnut Street Meadville, PA 16335-3481 814-332-6648	**Northcentral Region** 208 West Third Street, Ste. 101 Williamsport, PA 17701-6448 570-327-3636	**Northeast Region** 2 Public Square Wilkes-Barre, PA 18701-1915 570-820-4902
Southwest Region 400 Waterfront Drive Pittsburgh, PA 15222-4745 412-442-4091	**Southcentral Region** 909 Elmerton Avenue Harrisburg, PA 17110-8200 717-705-4705	**Southeast Region** 2 East Main Street Norristown, PA 19401-4915 484-250-5960
For additional information on DEP regional offices, or to determine which regional office is responsible for the county in which a facility is located, please visit www.dep.pa.gov and search “Regional Resources.”		