**COMMONWEALTH OF VIRGINIA**
**DEPARTMENT OF ENVIRONMENTAL QUALITY**
**DIVISION OF WATER QUALITY PROGRAMS**
**ELLEN GILINSKY, Ph.D., DIRECTOR**

**P.O.BOX 10009** **Richmond, VA 23240-0009**

**Subject:** Guidance Memo #07-2006

**TANK REGISTRATION DATABASE OPERATIONS**

**To:** Regional Directors

**From:** Ellen Gilinsky, Ph.D., Director Ellen Gilinsky

**Date:** April 18, 2007

**Copies:** Regional Groundwater Managers, Fred Cunningham, John Giese, Elizabeth Lamp, Russ Ellison, Sam Lillard, Amy Harshman

**Summary:**

Citizens and the regulated community contemplating real estate transactions rely on tank data posted on DEQ's web page from the STORMS module of the CEDS database. The purpose of this guidance document is to provide staff with data entry procedures and conventions for capturing storage tank data into STORMS. It is intended to provide clear standards for handling common scenarios encountered at tank facilities (multiple owners, facility merges, etc.) to ensure consistency in the database.

**Electronic Copy:**

An electronic copy of this guidance in PDF format is available for staff internally on DEQNET, and for the general public on DEQ's website at: http://www.deq.virginia.gov.

**Contact information:**

Please contact Amy Harshman, Registration Analyst at (804) 698-4313 or ajharshman@deq.virginia.gov if you have any questions about this guidance.

**Disclaimer:**

**This document is provided as guidance and, as such, sets forth standard operating procedures for the agency. However, it does not mandate any particular method nor does it prohibit any particular method for the analysis of data, establishment of a wasteload allocation, or establishment of a permit limit. If alternative proposals are made, such proposals should be reviewed and accepted or denied based on their technical adequacy and compliance with appropriate laws and regulations.**

**COMPREHENSIVE**
**ENVIRONMENTAL**
**DATA**
**SYSTEM**



# STORMS
# STORAGE TANK PROGRAM
# REGISTRATION MANUAL
# DATABASE OPERATIONS

# STORAGE TANK PROGRAM REGISTRATION MANUAL

# DATABASE OPERATIONS

## Table of Contents

# STORAGE TANK PROGRAM REGISTRATION MANUAL

# DATABASE OPERATIONS

## 1. Basic Database Functions

For an introduction to the CEDS database and instructions for use of the database and navigating through different screens, see the CEDS manual on the DEQ intranet at http://deqnet/docs/CEDS/Doc/CEDS_ON_THE_WEB.doc

For instructions on adding/editing a facility and the contact, owner or operator functionality in CEDS CORE, see the CORE manual on the DEQ intranet at http://deqnet/docs/CEDS/Doc/CORE_MENU_MANUAL_10G.doc

For CEDS CORE data entry rules, see the guidance on the DEQ intranet at http://deqnet/docs/water/Guidance_Memoranda/2002_Guidance_Memos/GM02-2007.CEDS_Core_Users_Guidance.pdf

## 2. STORMS Entry from CEDS Main Menu

To enter Storms, on the CEDS Main Menu select Applications, Storms, and then Registration Facility.

## 3. Database Modes

### 3.1. Entry Mode

Entry mode allows a new record (i.e., facility, owner, contact) to be entered into the database. The database is automatically in entry mode whenever arriving at a blank screen from another screen or the main CEDSv3i screen. If the database is not in entry mode and it is necessary to put it back into entry mode, do one of the following:

- Press the F7 key and then press CTRL-Q.
- From the Main Menu select Query then select Cancel.
- From the Tool Bar, select the black, zigzag arrow pointing down to the right, second from the far left on the bar.

The message in the lower left corner on the screen will be:

"FRM-40353: Query canceled."

## 3.2. Query Mode

Query Mode allows existing records to be located in the database. This mode also allows existing records to be updated. To put the database into query mode, do one of the following:

- Press the F7 key.
- From the Main Menu select Query then select Enter.
- From the Tool Bar, select the large icon to the far left on the bar.

The message in the lower left corner of the screen will be:

"Enter a Query, Press F8 to execute, CTRL-Q to cancel."

Unless a new record is being entered, the database should be in query mode.

# 4. Executing Queries

Queries may be generated using information for most fields in any screen in Storms/CEDS CORE by performing the following:

Put the database into query mode.

Tab to or click on the desired field(s) and type in the information to be queried following these guidelines: (All queries are case insensitive.)

### Query Guidelines

- Any information known to be an exact match should be entered in the appropriate field.

- Any partially known information should be entered in the appropriate field preceded and/or followed by a percent sign as needed. For example, Sunshine Service Station can be found by entering "%sun%", "%shine%", "%sunshine%", or other combinations.

- Do not query on information in a field for which too many matches might occur, making it difficult to scroll through and make a selection. For example, Sunshine Service Station on Main Street would generate too many selections if %main% were queried upon in the address field because that would bring up all facilities with main as part of the address from any town or city with a facility on Main Street.

- Do not query on large amounts of information in one field or multiple fields, because the facility listed in the database may not have all of the information or it may differ in some way and not match all the information used for the query. For example, entering %sunshine service station% as the query may not bring up the facility because service may have been abbreviated as Svc or it may have been listed previously as Sunshine Service without station as part of the facility name.

Execute the query entered by doing one of the following:

Press the F8 key.
From the menu select Query then select Execute.
From the Tool Bar select the red check mark on the far left on the bar.

# 5. Determining if a Facility Exists in Storms

## 5.1. Query on the Storms Facility Screen

- Go to the Storms Facility screen.
- Query starting with address information.
- If no match is found, continue to query using other pieces of information until a match is found or until all possibilities are exhausted.
- If a match was not found through the facility information, query on the Owner Screen.

## 5.2. Query on the Owner Screen

- If the facility was not found by querying the Storms Facility Screen, go to the Owner screen by selecting the “Owner” tab and double clicking on the Owner Id field.
- Query for the owner by owner name.
- If a match is not found, query on Owner address information in case the owner name has changed but the owner address has not.
- If a match is found, check the facilities associated with that owner to determine whether the facility is already in the database under a facility name or address that has changed significantly.
- Select the red door icon to go back to the Storms Facility screen.
- If a match was not found through the owner information, query on the CEDS CORE Facility Screen.

## 5.3. Query on the CEDS CORE Facility Screen

If the facility was not found by querying the facility and owner information in Storms, query for the facility using the CEDS CORE Facility screen.

- Go to the CEDS CORE Facility screen by double clicking in the CEDS ID field.
- Query using all pieces of facility information until a match is found.
- If a match is found select the "Petroleum" tab and determine if there is a Storms facility associated with that facility.
    - If there is a Storms facility, under Registration Sites double click on ID to open the Registration Facility screen.
    - If there is not a Storms facility, use the CEDS CORE Facility to enter a new Storms Facility for the site by following the steps outlined in Part 7.
- If a match is not found in CEDS CORE follow the steps for entering a new facility outlined in Part 7.
- Select the red door icon to go back to the Storms Facility screen.

# 6. Modifying Existing Records

Make the appropriate modifications to a field by doing one of the following depending on the type of field:

Text Field

At the highlighted field add or change the text as appropriate.

Date Field

At the highlighted field enter or overwrite the date in the format of month, day and year using slashes (i.e., 01/01/04).

Phone Field

At the highlighted field enter or overwrite the 10 digit number without using any spaces or dashes.

Drop Down Field

Select a choice from a finite number of options by doing one of the following:

- Highlight the field and press the first letter of the desired choice until it appears in the field.
- Press the button in the right side of the field, scroll to and select the desired option from the list that appears.

LOV (List of Values) Field

Select a choice from a finite number of options by doing one of the following:

- Having knowledge of what the desired selection is, highlight the field and enter it.
- Complete the following:

    - ♦ Select the button with the down arrow.
    - ♦ Query on the information in the field on the line next to ‘Find’ using the percent sign where applicable.
    - ♦ Select one of the choices that come up below by clicking on it.

Check Box

Make choices by checking a box if a particular condition exists or by removing the check from a box if a particular condition does not exist by completing one of the following:

- Press tab or enter until the check box requiring a change is highlighted and press the Spacebar to check or uncheck the box.
- Click on the box to be checked or unchecked with the mouse.

Radio Button

Make a choice by selecting a button if a particular condition exists. Only one button can be selected and once a selection is made, any other previously made selection will disappear.

ID Fields

To make changes:

- Highlight the field and enter or overwrite the ID with the new number.
- Select the choice from an LOV.
- Add the new ID in blank ID field.

# 7. Entering a New Facility into Storms

## 7.1. Enter a New Facility Record into Storms Facility Screen

At the Storms Facility screen, go to the CEDS CORE Facility screen by double clicking in the CEDS ID field. If the facility already exists in CEDS CORE, go to 7.1.1. If the facility does not already exist in CEDS CORE, go to 7.1.2.

### 7.1.1. If the facility already exists in CEDS CORE

If the facility was found to exist in CEDS CORE, while querying to determine if the facility existed in Storms, do the following:

- At the CEDS CORE Facility screen, query for the facility.
- While the facility record is displayed on the screen, select the red door icon to return to the Storms Facility screen.
- Upon return to the Storms Facility screen, the facility address information from the CEDS CORE Facility screen should appear in the address fields.
- Go to 7.1.3.

### 7.1.2. If the facility does not exist in CEDS CORE

If the facility was not found to exist in CEDS CORE, while querying to determine if the facility existed in Storms, do the following:

- At the CEDS CORE Facility screen, put the database into entry mode and enter the following fields:

    - ♦ Name
    - ♦ Location – if known
    - ♦ Location Address – do not enter Post Office Box numbers
    - ♦ City
    - ♦ State
    - ♦ Zip Code
    - ♦ FIPS (Federal Information Processing Standards) - Click on the down arrow and select the city or county where the facility is located.

- Save.
- Select the red door icon to return to the Storms Facility screen.
- Upon return to the Storms Facility screen, the facility address information from the CEDS CORE Facility screen should appear in the address fields.
- Go to 7.1.3.

#### 7.1.3. Enter remainder of general facility record

In order to complete the facility information, do the following:

- On the Storms Facility screen, place the cursor in the Registration ID field and press enter.

    - ♦ A box should appear containing seven Facility Ids, each beginning with a different regional identifier.
    - ♦ Select the Facility Id corresponding to the region in which the site being entered into the system is located.
    - ♦ Press the enter key and the Facility Id that was highlighted will appear in the Registration ID field.
    - ♦ Write the new Facility ID number on the registration form.

- Enter the facility name in the Registration Name.

- Enter the phone number in the Phone field, if available.

- Select the "General" tab and do each of the following:

    - ♦ Enter the type of facility in the Type Field. Note: The only type of facility that can be classified as "Other" is a non-profit organization such as a church. Everything else can be categorized under some other type. Hospitals, marinas, mechanic shops and other businesses are considered commercial.
    - ♦ Enter the date received in the UST Registration Received field or in the AST Registration Received field.
    - ♦ Enter ODCP capacity in the ODCP Capacity field, if available.

- Save.

- The following message will appear on the screen:

    "Please acknowledge"

    Select the "OK" button and continue.

### 7.2. Entering Owner Information

- At the Storms Facility screen, go to the Owner screen by selecting the "Owners" tab and double clicking in the uppermost blank Owner ID field.

- If the owner was found to exist in Storms while querying to determine if the facility existed in Storms (Part 5.2), do the following:

    - ♦ Query for the owner.
    - ♦ Update the owner record with the most current information.
    - ♦ While the owner record is displayed on the screen, select the red door icon to return to the "Owners" tab on the Storms Facility screen.

- If the Owner does not already exist in Storms do the following:

    - ♦ Put the database into entry mode and enter the following fields:

        - Name
        - Address
        - City
        - State
        - Zip
        - Phone
        - Owner Type

    - ♦ Save.

    - ♦ Select the red door icon to exit to the "Owners" tab on the Storms Facility screen.

  Upon return to the "Owners" tab on the Storms Facility screen, the selected Owner ID and Name should appear in those two fields.

- If the information being entered is from a Form 7530-1 or is for a UST, select the appropriate option from the dropdown list in the UST Status field.

- If the information being entered is from a Form 7540-AST or is for an AST, select the appropriate option from the dropdown list in the AST Status field.

- Under the Signature block:

    - ♦ Enter the name of the person who signed the form in the AST or UST Signature field.
    - ♦ Enter the official title of the person who signed the form in the AST or UST Title field.
    - ♦ Enter the date the form was signed in the AST or UST Date Signed field.

    - Once this information has been entered for a tank owner at a facility, this information will not change with subsequent submittals from this owner for tanks at that facility unless a submittal with an earlier owner signature is located.

- Save.

### 7.2.1. Entering Contact Information

- At the Storms Facility screen under the "Owners" tab, go to the Contact screen while the Owner ID of the contact being entered is highlighted in blue, by double clicking on the uppermost blank Contact ID field.

- Query on the Last Name and/or First Name field.

- If a match was found do the following:

    - Update the contact record with the most current information.
    - Select the red door icon while the record is displayed on the Contact screen to return to the "Owners" tab on the Storms facility screen.

- If a match was not found, put the database into entry mode and do the following:

    - Enter the following fields:

        - Last Name
        - First Name
        - MI – middle initial
        - Suffix (i.e., Jr, Sr, Esq., II, etc.)
        - Title
        - Fax (number) if available
        - Email if available
        - Primary (phone)
        - Ext if available
        - Secondary (phone) if available
        - Cell (phone) if available

    - Save.

    - Select the red door icon to return to the "Owners" tab on the Storms Facility screen.

Upon return to the "Owners" tab on the Facility screen, the selected Contact ID, Name, Title and Work Phone should appear in those fields.

- From the drop down list in the Type field do one of the following:

    - ♦ Enter "u" or select UST if the information is being entered from a Form 7530-1.
    - ♦ Enter "a" or select AST if the information is being entered from a Form 7540-AST.

- Save.

- If more than one contact is listed when entering a 7530-1, repeat all of the steps above to enter.

### 7.2.2. Entering Operator Information

This information is only available when entering information from a Form 7540-AST.

- At the Storms Facility screen under the "Owners" tab, go to the Operator screen by double clicking in the uppermost blank Operator ID field.

- Query on the name of the operator.

- If a match is found do the following:

    - ♦ Update the operator record with the most current information
    - ♦ Select the red door icon while the record is displayed on the Operator screen to return to the "Owners" tab on the Storms Facility screen.

- If a match was not found put into entry mode and do the following:

    - ♦ Enter the following fields:

        - Name
        - Address
        - City
        - State
        - Zip Code
        - Phone

♦ Save.

♦ Select the red door icon to return to the “Owners” tab on the Storms Facility screen.

Upon return to the “Owners” tab on the Storms Facility screen, the selected Operator ID, Name and Work Phone should appear in those fields.

- Save.

### 7.2.3. Entering AST Fees

This information is entered when an AST fee is received.

- At the Storms facility screen under the “Owners” tab, double click on the Owner Id of the owner for which the fee was paid to go to the Owner screen. The information for that owner should be displayed on the screen.

- Select the “AST Fees” tab and complete the following:

  ♦ Enter the date the check was stamped as received in the Date Received field.

  ♦ Select the correct registration fee that should have been paid from the drop down list in the Fee Type field.

  ♦ Enter the actual amount received in the Amt Rcvd field by entering just the dollar amount without any decimal, e.g., 25, 50 or 100.

  ♦ Enter the number of the check, money order or fund transfer order in the check # field.

  ♦ Select the desired choice from the drop down list in the Check Type field.

  ♦ If the check received was issued by an entity other than the AST owner, enter the issuer of the check in the Check Issued By field.

  ♦ Select the desired choice from the drop down list in the Reason For Fee field.

- ♦ Enter any pertinent information in the Fee Note field such as the facility id of the new AST or facility the fee was submitted for.

- Save.

- Select the red door icon to return to the “Owners” tab on the Storms Facility screen.

## 7.3. Entering Tank Information

At the Storms Facility screen, select the “Tanks” tab to go to a blank listing of tanks for the facility.

### 7.3.1. Entering Usts

If the tank to be entered is a UST, select the UST Tanks button located on the lower right corner of the screen and complete the following:

- Enter the Facility ID that has been assigned to the site in the Facility ID field.

- Move to the Tank # field and enter the number of the tank being entered that the owner has assigned or assign a tank number.

- At the Owner ID field, press the LOV button and select the correct owner.

- Click on the check box for the Federal Regulated Tank field.

- Select the desired option from the drop down list in the Tank Status field.

- If Tank Status is “Closed in Ground”, enter the inert material description in the Inert Material field. Note: This must be on the form or noted someplace in the assessment for a tank to be considered as properly closed.

- Enter the installation date of the tank in the Install Date field if available.[1]

- Enter the size of the tank in the Capacity field.

- At the Verification Source field, press the LOV button and select the appropriate choice.

- Select the desired option from the drop down list in the Contents field.

- If Contents is one of the following:

    - ♦ Hazard
    - ♦ Mixture
    - ♦ Other

Enter the description for the contents in the Other field.

- If Tank Status is "Temporarily out of Use", enter the estimated date last used in the Date Last Used field.

- If Tank Status is either "Permanently out of Service" or "Removed", the following steps must be completed:

    - ♦ Enter the estimated date last used in the Date Last Used field. If the information was not filled out on the form, enter the estimated date tank closed.
    - ♦ Enter the estimated date tank closed in the Date Closed field. If the information was not filled out on the form, enter the estimated date last used.
    - ♦ The following fields should not be entered until follow up guidance is issued:

        - Date Closure Received
        - Date Tank Properly Closed
        - Temporary Close Date
        - Site Assessment Complete

[1] In subsequent notifications, owners may report a different installation date than that appearing in the initial registration. The installation date should not change. Historically, the registration processor has used the initial date (which is likely to be the most accurate) unless there is a reason to believe the later reported installation date is more accurate. When different installation dates are reported in subsequent notifications, the processor should evaluate the data to determine whether the owner is reporting an amendment to a previously registered tank or is actually reporting information on a different previously unregistered tank. If the latter is the case, then the information should be entered as a "new" tank and not as an amendment to an existing registered tank.

        - Evidence Of Leak Detected

- Select the "Tank/Piping Material" tab and complete the following if the information was completed on the 7530-1:

    - ♦ Check the appropriate check boxes under Tank Material or do one of the following:

      Note: If both bare steel and cathodically protected steel are checked under Part 4 of Section IX on the 7530-1, only select the "Cathodically Protected Steel" check box in Storms.

        - If the tank is a Sti-P3® or Sti-P3® has been put on the form for tank material do the following:

            - Check the check box for Other.
            - In the Note field enter Stip3
            - Check the check box for Cathodically Protected Steel if not marked on the form.
            - Check the check box for Epoxy Coated Steel if not marked on the form.

        - If the tank is a Buffhide®, Act-100® or Act-100-U® or has been marked as such on the form do the following:

            - Check the check box for Other.
            - In the Note field enter Buffhide, Act100 or Act100U.
            - Check the check box for Composite if not marked on the form.

        - If the tank is a Permatank® or Permatank® has been put on the form for tank material do the following:

            - Check the check box for Other.
            - In the Note field enter Permatank.
            - Check the check box for Double Walled if not marked on the form.

    - ♦ Check the appropriate check boxes under Piping Material or do one of the following:

        - If the piping is GeoFlex®-S or GeoFlex®-S has been put on the form for piping material do the following:

            - Check the Checkbox for Other.
            - In the Note field enter Geoflex S.
            - Check the check box for Fiberglass Reinforced Plastic.

        - If the piping is Enviroflex®, Omniflex® or GeoFlex®-D or has been marked as such on the form do the following:

            - Check the check box for Other.
            - In the Note field enter Enviroflex, Omniflex or Geoflex D.
            - Check the check box for Double Walled.

    - ♦ Select the desired option from the drop down list in the Piping Type field.

- Select the "Release Detection" tab and complete the following if the information was completed on the 7530-1.

    - ♦ Check the appropriate check boxes under Release Detection next to Tank. If the tank is used for emergency power generation check the check box for Leak Deferred in addition to any other information for tank release detection.
    - ♦ Check the appropriate check boxes under Release Detection next to Piping.
    - ♦ Check the check box for the Overfill Device Installed field if checked on the 7530-1.
    - ♦ Check the check box for the Spill Device Installed field if checked on the 7530-1.

- Save.

- If entering more than one tank complete the following:

    - ♦ Highlight the top half of the screen by selecting any field located there with the mouse or by selecting the "Tank/Piping Closure" tab.
    - ♦ Select the New Tank button and a blank screen will appear with the Facility ID field and the Owner ID field

displaying the Facility ID and the Owner ID of the tank that had been displayed prior to pressing the button.
- ♦ Continue to enter the tank by following the steps outlined above.

- When all the tanks to be entered have been completed, select the red door icon to return to the "Tanks" tab on the Storms Facility screen.

### 7.3.2. Entering ASTs

If the tank to be entered is an AST, select the AST button located on the lower right corner of the screen and complete the following:

- Enter the Facility ID that has been assigned to the site in the Facility ID field.

- Move to the Tank # field and enter the number of the tank being entered that the owner has assigned or assign a tank number.

- At the Owner ID field, press the LOV button and select the correct owner.

- Select the desired option from the drop down list in the Tank Status field.

- Enter the installation date of the tank in the Install Date field if available.[1]

- Enter the size of the tank in the Capacity field.

- At the Verification Source field, press the LOV button and select the appropriate choice.

- Select the desired option from the drop down list in the Contents field.

- If Contents is "Other", enter the description of the contents in the Substance Note field.

- If Tank Status is not "Currently in Service", the following step must be completed.

    - ♦ Enter the date tank was last closed in the Date Tank was Last Closed field.
    - ♦ Enter the date the closure was received in the Date Closure Received field.

- If a site assessment has been completed, click on the checkbox for the Site Assessment Complete field.
- If a leak was detected, click on the checkbox for the Evidence of Leak Detected field.

- Select the “Material/Foundation” tab and complete the following if the information was completed on the Form 7540-AST:

    - Check the appropriate check boxes and enter any Notes under Material.
    - Check the appropriate check boxes and enter any Notes under Foundation.

- Select the “Roofing/Pipe Material” tab and complete the following if the information was completed on the Form 7540-AST:

    - Check the appropriate check boxes and enter any Notes under Roofing.
    - Select the desired option from the drop down list in the Piping Type field.
    - Check the appropriate check boxes and enter any Notes under Pipe Material.
    - Select the desired option from the drop down list in the Tank Cathodic Protection field.

- Select the “Containment/Release Information” tab and check the appropriate check boxes and enter any Notes if the information was completed on the Form 7540-AST under the following headings:

    - Containment
    - Release Prevention
    - Release Detection

- Save.

- If entering more than one tank complete the following:

    - Highlight the top half of the screen by selecting any field located there with the mouse or by selecting the “Tank” tab.
    - Select the New Tank button and a blank screen will appear with the Facility ID field and the Owner ID field displaying the Facility ID and the Owner ID of the tank that had been displayed prior to pressing the button.

- ♦ Continue to enter the tank by following the steps outlined above.

- When all the tanks to be entered have been completed, select the red door icon to return to the "Tanks" tab on the Storms Facility screen.

### 7.3.3. Tank Numbering Conventions

Tank Numbers assigned by the owner are used in the database.

If the owner did not assign tank numbers, assign them sequentially. In some cases, tank numbers should be expanded as follows:

- If a tank is compartmentalized, each compartment is considered a separate tank and is assigned its own number and a "C" is added to the numerical designation to show which tanks are compartmentalized together. A site having a tank with two compartments would be designated as 1C and 2C. If there was a second tank with two compartments at the same site, an "A" would be added to the "C" to show that they are a different set from the first and the compartments would be designated as 3CA and 4CA. A third tank at the site with three compartments would be 5CB, 6CB and 7CB.

- If tanks are manifolded together at a site, follow the numbering conventions described for compartment tanks but use an "M" as the designation instead of a "C".

- If there is facility with a large number of owners some of which own a large number of tanks, such as an airport, using an abbreviated part of the owners name and the first part of the tank number designation will make tank identification easier. For example, all FAA tanks would begin with FAA and then the FAA assigned number, such as FAA-RTR and FAA-VOR etc. And US Air would have tanks like USAIR-1, USAIR-2 etc.

- If an AST is known to be a skid tank or a portable tank, skid or port should be incorporated as part of the tank designation, first or last part depending on its designation and the other tank designations (e.g. "Skid-1" or "1-Skid").

# 8. Adding Multiple Owners to Existing Facilities and Changing Ownership of Existing Tanks

## 8.1. Adding a New Owner to a Facility Existing in Storms

There are situations when different tanks at a facility are owned by more than one owner. When this occurs, enter the new owner by following the steps outlined in Part 7.2.

If the tanks on the form do not exist in Storms follow the steps outlined in Part 7.3.

If the tanks do exist in Storms follow the step outlined in Part 8.2.

## 8.2. Changing Ownership of Existing Tanks

In order to change the ownership of an existing tank at a facility in Storms, a form must be completely filled out (this includes owner, facility, tank description, release detection, spill and overfill information) and signed by the new owner. The owner that is currently listed in Storms may not sign the form for the new owner. When a proper form has been received that changes the ownership of any tank(s) do the following:

- At the Storms Facility screen, select the "Owners" tab and determine if the owner is listed under Owners. If the Owner is not listed, enter the owner by following the steps outlined in Part 8.1.

- Select the "Tanks" tab and do the following for each tank listed on the form:

    - ♦ Change the Owner ID to the new owner.
    - ♦ Update the tank record with the most current information.

- Save.

- For any owner listed under the "Owners" tab that does not own a tank at the facility do the following for each:

    - ♦ Highlight the Owner ID and select the red X icon to delete.
    - ♦ The following message will appear on the screen:

      "You are about to delete an owner and the corresponding contacts and certifiers"

Select the "OK" button and continue.

## 8.3. Maintaining Facility Tank Owner History

When it is necessary to track owner history at a facility, the following procedure is to be followed. This will ensure that reports and screens depicting a tank owner's facilities remain accurate.

### 8.3.1. Adding an Owner Name to Tank Owner History

- Open the Storms Facility Record.
- Double click in the CEDS ID field to go to the CEDS Facility Screen.
- Select the Owner tab.
- Double click in the uppermost blank Name field to go to the CEDS Owner Screen.
- Query for the historical Owner Name
- If the Owner Name does not exist in CEDS, enter the Owner Name and address information.
- While the CEDS Owner Record is displayed, return to the CEDS Facility Screen where the Owner Name and phone number should be displayed in the Name and Phone fields.
- Enter a Date in the Start Date field. This could be the initial Owner Certification Signature Date.
- If desired, enter a date in the End Date field.
- Save.
- Repeat to add another owner Name to the list.

### 8.3.2. Eliminating an Owner Name from Tank Owner History

- Highlight the Name field under the Owner tab in CEDS Facility.
- Delete.
- Save.

# 9. Removing Duplicate Owner Records

When two or more owner records exist in Storms for an owner, which have the same name but not necessarily have the same address, the duplicates must be eliminated through the following process:

## 9.1. Verifying Owner Name of Owner Record

- Verify that the owner name and owner ID are correct. Owner name verification can be accomplished by checking a random sample of facility files from each apparently duplicate owner ID and confirming that the owner name on the form(s) matches what is in the database.

  Generally, if there is only one facility record for a tank owner record, that owner name is accurately reflected.

## 9.2. Selecting an Owner ID

- Determine which Owner ID has most of the facility records attached to it by checking the number in the Total Facilities field to the far right of the Tank Owners screen header. Usually the most recently entered Owner ID(s) will have fewer facilities attached to it and thus will be the Owner ID(s) that will be removed.

## 9.3. Moving all Owner Data to Selected Owner ID

- Once the Owner ID for retention has been selected, that owner record should be updated with the most current owner information available. Scroll through each duplicate Owner ID that will be removed and complete the following:

### 9.3.1. Changing the Owner ID of Existing Tanks

- Change the Owner ID of the duplicate Owner's tanks to the Owner ID being retained.

- Select the "General" tab, highlight the uppermost Facility ID field in the listing of Facilities Where Owner Owns Tanks, double click to go the Storms Facility screen, and perform the following steps:

  - ♦ Select the "Owners" tab and do the following:

    - Highlight the uppermost blank Owner ID field.
    - Enter the Owner ID that is being retained in the Owner ID field.
    - Copy into the UST Status and AST Status fields, the data entered in those fields of the duplicate Owner ID that is being eliminated.
    - Save.
    - Copy the appropriate (UST, AST or both) Certification Signature(s), Title(s) and Date(s) Signed from those fields of the duplicate Owner ID that is being eliminated if it exists.
    - Save.

        - Copy into the Contact ID field(s), any Contact ID listed under the duplicate Owner ID that is being eliminated.
        - Save.
        - Copy into the Operator ID field(s), any Operator ID listed under the duplicate Owner ID that is being eliminated.
        - Save.

    - ♦ Select the "Tanks" tab and change the ownership of the tanks associated with the duplicate Owner ID that is being eliminated to the Owner ID being retained by following the steps outlined in Part 8.2 (Changing Ownership of Existing Tanks).
    - ♦ Select the "Owners" tab, highlight the duplicate Owner ID that is being removed and delete it from the Facility record by following the steps outlined in Part 10.3.4 (Removing Owner, Contacts and Operators from a Facility).
    - ♦ Select the red door icon to return to the Owner screen.

- Repeat these steps for each Facility ID listed on the listing of Facilities Where Owner Owns Tanks.

**9.3.2. Transferring Owner Screen Data - AST Fees, Owner Contacts, UST FR, and AST FR Data**

- When the duplicate Owner ID(s) has been deleted from all associated Storms Facility records, complete the following steps:

    - ♦ Select the "AST Fees" tab and copy any data to the "AST Fees" tab of the Owner ID that is being retained.
    - ♦ Select the "Contacts" tab and copy any data that is not duplicated to the "Contacts" tab of Owner ID that is being retained.
    - ♦ Select the "AST Financial Responsibility" tab and copy any data to the "AST Financial Responsibility" tab of the Owner ID that is being retained and notify OFA staff of the change.
    - ♦ Select the "UST Financial Responsibility" tab and copy any data to the "UST Financial Responsibility" tab of the Owner ID that is being retained and notify OFA staff of the change.

| Note: OFA Staff will move any FR data if requested. |
| --- |

#### 9.3.3. Removing Tank Owner Screen Tab Data

- After all necessary tab information has been copied to the tabs of the Owner ID that is being retained, remove all existing data under the tabs of the duplicate Owner ID that is being deleted by completing the following steps:

  - ♦ Select the "UST Financial Responsibility" tab and complete the following if any information exists:

    - Highlight the Name field under Financial Provider Information section.
    - Select the red X icon to delete the financial provider.
    - Save.
    - Highlight the Program field in the Events section.
    - Select the red X icon to delete each event listed.
    - Save after all of the events listed have been removed.
    - Highlight the Per Occurrence field.
    - Select the red X icon to delete each per occurrence.
    - Save.

  - ♦ Select the "AST Financial Responsibility" tab and complete the following if any information exists:

    - Highlight the Name field under Financial Provider Information section.
    - Select the red X icon to delete the financial provider.
    - Save.
    - Highlight the Program field in the Events section.
    - Select the red X icon to delete each event listed.
    - Save after all of the events listed have been removed.
    - Highlight the Per Occurrence field.
    - Select the red X icon to delete each per occurrence.
    - Save.

  - ♦ Select the "Contacts" tab and complete the following if any information exists:

    - Highlight the uppermost Contact ID field.
    - Select the red X icon to delete each contact listed.
    - Save after all of the contacts listed have been removed.

  - ♦ Select the "AST Fees" tab and complete the following if any information exists:

- Highlight the uppermost Date Rcvd field.
- Select the red X icon to delete each fee listed.
- Save after all of the fees listed have been removed.

### 9.4. Removing an Owner Record

- Before removing a duplicate Owner record, all existing facility and tab information must be deleted (Part 9.3). Once this has been done, complete the following for each duplicate Owner record to be deleted:

    - ♦ Highlight the owner information by clicking on any field in the Owner screen header
    - ♦ Select the red X icon to delete the Owner ID.
    - ♦ Save.

## 10. Removing Duplicate Facility Records

When duplicate CEDS facilities or duplicate Storms facilities exist, the duplication must be eliminated using the following procedures.

### 10.1. Selecting a Storms Facility Record

When two or more facility records exist in Storms which have the same facility address, or which are determined to be the same site based upon inspection, the following steps should be implemented:

#### 10.1.1. Verifying Facility Address

- For each facility, compare the current CEDS Facility address to the archived registration address by doing one of the following:

    - ♦ Check the Storms Archived Registration Address on the CEDS Facility screen under the "Petroleum" tab and see if it matches the CEDS Facility Address field.
    - ♦ Check the Storms Archived Registration Address for that Storms Facility Id on the Owner screen under the "General" tab and see if it matches the CEDS Facility Address and City fields.

If the addresses match, continue with the process to eliminate the duplicate. If the addresses don't match, further file research must be performed to verify that the address you are working with is accurate.

#### 10.1.2. Selecting Storms Facility Id

- Determine which Storms Facility Id will be retained.  Generally, the older Storms Facility ID should be retained.  This can be determined by comparing the UST Received Date and/or the AST Registration Received date of the Storms records.

#### 10.1.3. Transferring Facility Screen Data - General, Facility Events, Owners, Inspection, Tanks, and Compliance Activities Data

- The selected Storms Facility record for retention should be updated with the most current facility information available.  Update the Storms Facility Id with all necessary data available by going through each Storms Facility record that will be deleted and doing the following:

  - ♦ Select the “General” tab and copy any data not duplicated to the “General” tab of the Storms Facility Id that is being retained.
  - ♦ Select the “Facility Events” tab and copy any data to the “Facility Event” tab of the Storms Facility Id that is being retained.
  - ♦ Select the “Owners” tab and copy any data that is not duplicated to the “Owners” tab of the Storms Facility Id that is being retained.
  - ♦ Select the “Inspections” tab and copy any data to the “Inspections” tab of the Storms Facility Id that is being retained.
  - ♦ Select the “Tanks” tab and move any data that is not duplicated to the “Tanks” tab of the Storms Facility Id that is being retained.
  - ♦ Select the “Compliance Activities” tab and copy any data to the “Compliance Activities” tab of the Storms Facility Id that is being retained.

- If there are no duplicate CEDS Facilities involved, Part 10.3.

### 10.2. Selecting a CEDS Facility ID

- When two or more CEDS Facility records exist for one facility, select the appropriate CEDS Facility ID to be retained.  For each CEDS Facility ID, check the Media checkbox field to the far right of the address area on the CEDS Facility Screen and determine if any other media has information attached.  Establish which CEDS ID to use by implementing the following:

- ♦ If two or more CEDS Facility IDs have information from any other media attached to it, contact the CEDS CORE User in that Regional Office to find out which CEDS Facility ID will be retained.

- ♦ If only one CEDS Facility ID has information from another media attached to it, use that CEDS Facility ID as the retained record.

- ♦ If none of the CEDS Facility IDs contain information from another media, check Remediation Sites under the "Petroleum" tab and determine if and how many PC Numbers are attached to each.  Consider the following when selecting a CEDS Facility ID:

    - It is simpler to delete a CEDS ID that does not have any Remediation Sites or Registration Sites attached.
    - It is easier to move a lesser number of Remediation Sites and/or Registration Sites to a different CEDS ID than a greater number of Remediation Sites or Registrations Sites.

> **Note**: See Part 10.4 for instructions on addressing the duplicate CEDS Facility ID(s) and the Remediation Sites associated with those duplicates in the above circumstances.

### 10.2.1. Changing the CEDS ID associated with a Storms Facility ID

- The CEDS Facility ID that is being retained must display on the registration facility screen. If this is not the case, update the field with the correct CEDS ID by doing the following:

  - ♦ While the information for the Storms Facility ID that is being retained is displayed on the Registration Facility screen, double click in the CEDS ID field to go to the CEDS Facility screen.

  - ♦ Upon entering the CEDS Facility Screen, query the correct CEDS Facility ID and display that information on the screen.

  - ♦ While the correct CEDS Facility ID is being displayed on the screen, select the red door icon to return to the Storms Facility screen.

  - ♦ At the Storms Facility screen, the correct CEDS ID will be displayed in the CEDS ID field. Make any other desired changes to the Storms Facility screen header and General tab.

  - ♦ Save.

### 10.2.2. Moving a Pollution Complaint Number

- Under the “Petroleum” tab on the CEDS Facility screen, remove any Poll Comp Number listed under Remediation Sites by moving them to the CEDS ID that is being retained for that facility.

  To move a Poll Comp Number to a different existing CEDS ID, select the “Petroleum’ tab and execute the following:

  - ♦ Double click in the Poll Comp Number field of the PC Number to be moved and go to the Remediation Sites Screen.
  - ♦ Overwrite the last digits of the CEDS Facility ID field (located in the upper left corner of the screen) to match the new CEDS Facility ID to which the Poll Comp Number is moving.
  - ♦ Save.

  Repeat for each Poll Comp Number that needs to be moved.

## 10.3. Removing Duplicate Storms Facility Records

A general principle that applies to deleting records in Storms is that a data field with dependent fields cannot be deleted until all dependent fields are deleted first.

Once all pertinent data has been moved or copied to the Storms Facility ID to be retained (Part 10.1.3), the duplicate record(s) can be deleted. Delete duplicate Storms Facility record(s) by performing the following steps for each

### 10.3.1. Removing Compliance Activities

Under the "Compliance Activities" tab, all Associated Deficient Area and Interim Compliance Dates entries are dependent on a particular Compliance Activities entry. Select the "Compliance Activities" tab and delete these entries in the following order:

- Highlight the uppermost Compliance Activity field under the Compliance Activities section and complete the following:

  - ♦ Highlight the uppermost Deficiency field under Interim Compliance Dates.
  - ♦ Select the red X icon to delete each Deficiency field listed.
  - ♦ Save after all of the Deficiency fields have been removed.

  Then do the following:

  - ♦ Highlight the Deficient Area field under Associated Deficient Area.
  - ♦ Select the red X icon to delete each Deficient Area field listed.
  - ♦ Save after all of the Deficient Area fields have been removed.

- Return to the highlighted Compliance Activity field for which the dependent records were just deleted.

- Select the red X icon to delete that activity.

- Save.

Repeat these steps for each Compliance Activity listed until all data has been removed from the Compliance Activities section.

### 10.3.2. Removing Tanks - USTs or ASTs

To delete all tanks listed under the “Tanks” tab, select the tab and complete the following steps:

- Highlight the first tank under Owner Tanks.
- Select the red X icon to delete the tank.
- Save.

Repeat until all tanks under Owner Tanks have been removed.

### 10.3.3. Removing Inspections

Under the “Inspections” tab, the entries for Facility Inspection Details entries are dependent on a specific Facility Inspections entry. Select the “Inspections” tab and delete these entries in the following order:

- Highlight the uppermost Inspection Date field in the Facility Inspection section and do the following:
    - ♦ Highlight the uppermost Description field under Facility Inspection Details.
    - ♦ Select the red X icon to delete each Description field listed.
    - ♦ Save after all of the Descriptions fields listed have been removed.
- Return to the highlighted Inspection Date field for which the dependent records were just deleted.
- Select the red X icon to delete that inspection date.
- Save.

Repeat these steps for each Inspection Date until all data has been eliminated from the Facility Inspection section.

### 10.3.4. Removing Owners, Contacts, and Operators from a Facility

Under the “Owners” tab, all Contact and Operator entries are dependent on a particular Owner entry. Select the “Owners” tab and delete these entries in the following order:

- Highlight the uppermost Owner Id field in the Tank Owners section and complete the following:

♦ Highlight the Operator ID under AST Facility Operators.
♦ Select the red X icon to delete each Operator ID listed.
♦ Save after all of the Operator ID fields listed have been removed.

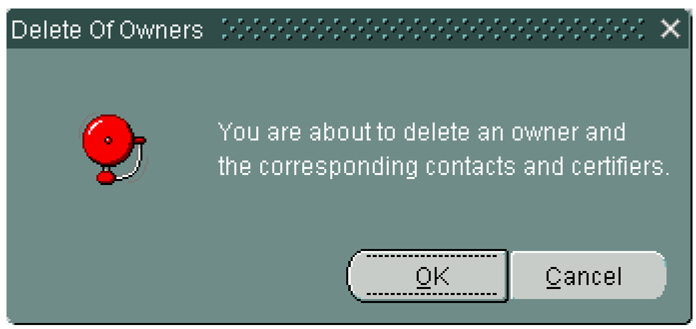
Then do the following:

- Highlight the Contact ID under Owner Contacts.
- Select the red X icon to delete each Contact ID listed.
- Save after all of the Contact ID fields have been removed.

- Return to the highlighted Owner ID field for which the dependent records were just deleted.

- Select the red X icon to delete that Owner ID.

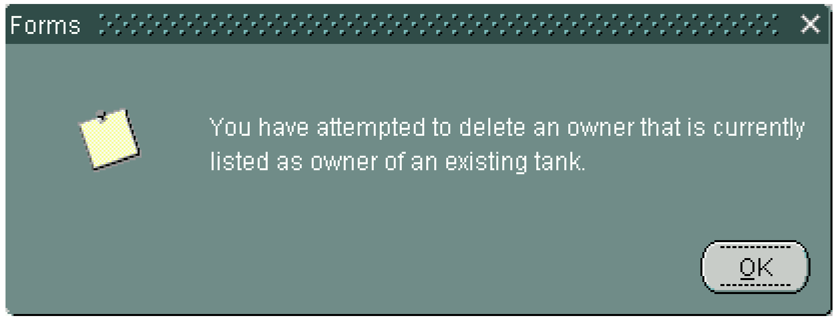
The message box below should appear on the screen.




- Select the OK button and that Owner ID will be deleted from the Storms Facility ID.

Repeat these steps for each Owner ID listed until all the data has been eliminated from the Facility Tank Owners section.

**Error Note**: If any tanks exist at the facility that remain associated with that Owner ID, the message below will appear and the owner will not be deleted after selecting the OK button. Select the OK button and return to the "Tanks" tab and delete (Part 10.3.2) or change the ownership of any remaining tanks associated with the Owner ID that is being deleted.




### 10.3.5. Removing Facility Events

To eliminate all facility event information, select the “Facility Events” tab and complete the following:

- Highlight the uppermost Event Code field.
- Select the red X icon to delete that Event Code field.
- Save.

Repeat until all of the Event Code fields have been eliminated.

### 10.3.6. Removing a Storms Facility Record – CORE Users Only

For each Storms Facility Record there is to delete, complete the following:

- Go to the CEDS Facility screen by double clicking on the CEDS ID field and complete the following:
    - ♦ Select the “Petroleum” tab.
    - ♦ Under the Registration Sites section, highlight the Facility ID to be deleted in the ID field.
    - ♦ Select the red X icon to delete the Storms Facility Record.
    - ♦ Save.
- Repeat, if there is another Storms Facility ID to delete at this CEDS ID.

## 10.4. Removing Duplicate CEDS Facility Records – CORE Users Only

If a CEDS ID is to be eliminated and no media has information attached to it, do the following:

- Put the cursor in the CEDS Facility screen header and highlight any field.
- Select the red X icon to delete the CEDS Facility record.
- Save.

**NOTE:** Contact the CEDS Business Analyst to eliminate any CEDS Facility ID(s) or Storms Facility ID(s) that the system will not allow to be deleted.

# 11. Separating a Storms Facility Record into Two or More Storms Facility Records

There are occasions when one facility record in CEDS contains data for two or more facilities. There are several reasons this might have occurred:

- Erroneously assumed a new facility registration was an update to an existing facility.
- Owner erroneously registered tanks at different locations on one registration form.
- Erroneously combined two registered facilities into one.

Regardless of the reasons, the procedures for correcting the data are the same.

- Create a CEDS and/or Storms Facility record for the data to be separated into (Part 7).
- Move all Tanks data associated with the separate facility to the new facility record.
- Copy all other data associated with the separate facility under each of the tabs (General, Facility Events, Owner, Inspections, and Compliance) to the new facility record.
- Delete copied data which does not belong under the existing Storms Facility record (Part 10.3).
- Correct any errors in data that were created because of the assumption that the two facilities were one (e.g., add tanks that appeared to be the same based on size and contents).

## 11.1. Documentation of Separated Facilities

In addition to the data procedures, the following business procedures must be followed, if applicable.

- For cases in which one registration form covers multiple facilities, the new facility ID(s) must be noted on the registration form and copies made for each facility file. The tanks assigned to each facility can be noted on the form by writing the correct facility ID at the top of each tank column on the form. Send the original annotated form to Central Office for the file of record.

- For cases in which formerly combined facilities must be separated, it is preferable to restore the facilities to their originally assigned Facility-Id by entering the former Facility-Id into the Registration ID field instead of pressing enter to get a new Facility-Id.

In all cases, notify Central Office of the change via memo or email. Attach any supporting documentation.

## 12. Changing the Regional Identifier of a Facility Record

Frequently, it is discovered that a facility resides in the neighboring county than the Street Address and City fields indicate. Occasionally, this discovery will put that facility in a different region. When a facility's location is found to be in a different region, the regional identifier of that Storms Facility-id must be changed so that it reflects the correct region by completing the following:

- Enter a new Storms Facility record (Part 7) for that location but enter the facility-id with the desired regional identifier into the Registration ID field instead of getting a new facility-id.
- Copy or move all data that is being retained under each of the remaining tabs, from the old Storms Facility record having the fac-id with the incorrect regional identifier, to the new Storms Facility record having the fac-id with the correct regional identifier.
- Remove the old Storms Facility record having the fac-id with the incorrect regional identifier (Part 9.3).
- If the site has a postal address which is different than the actual county location, have a CEDS Core User do the following:

    - ♦ Update the "County" field on the CEDS Facility screen to county in which the site is actually located.
    - ♦ Insert a note in the Comments field on the CEDS Facility screen under the "General" tab, that says:

"Site is located in "A" County but has a "B" County postal address".