# MEMORANDUM

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**SUBJECT:** **GUIDANCE DOCUMENT LPR-SRR-2016-02**
**CEDS Tanks Compliance and Registration User Manual**

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**DATE:** July 29, 2016

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**Summary:**

This guidance manual supersedes the Tank Registration Database Operations Manual (GM#07-2006) and provides tank compliance, registration and administrative staff with step-by-step procedures for entering data into the new CEDS Tank Facilities and Tank Owners modules. The guidance manual also includes essential data entry conventions to ensure data uniformity and quality.

**Electronic Copy:**

An electronic copy of this guidance in PDF format is available for staff internally on DEQNET, and for the public on DEQ's website at:
http://www.deq.virginia.gov/Programs/LandProtectionRevitalization/Laws,Regulations,Guidance.aspx
under the Tank Compliance Guidelines heading.

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# CEDS TANKS COMPLIANCE AND REGISTRATION USER MANUAL

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# CEDS Tanks Compliance and Registration User Manual

## 1 Introduction

The Department of Environmental Quality's (DEQ's) Comprehensive Environmental Data System (CEDS) database is comprised of Core (all agency media) and Program data. CEDS Tanks is DEQ's Petroleum Storage Tanks (PST) Program's tracking database that contains underground storage tank (UST) and aboveground storage tank (AST) registration, facility, owner, inspection, compliance action, financial responsibility, remediation, reimbursement, and alternate water supply (AWS) tracking data. The database operations discussed in this manual pertain only to UST and AST registration, facility, owner, inspection, and compliance action database functions.

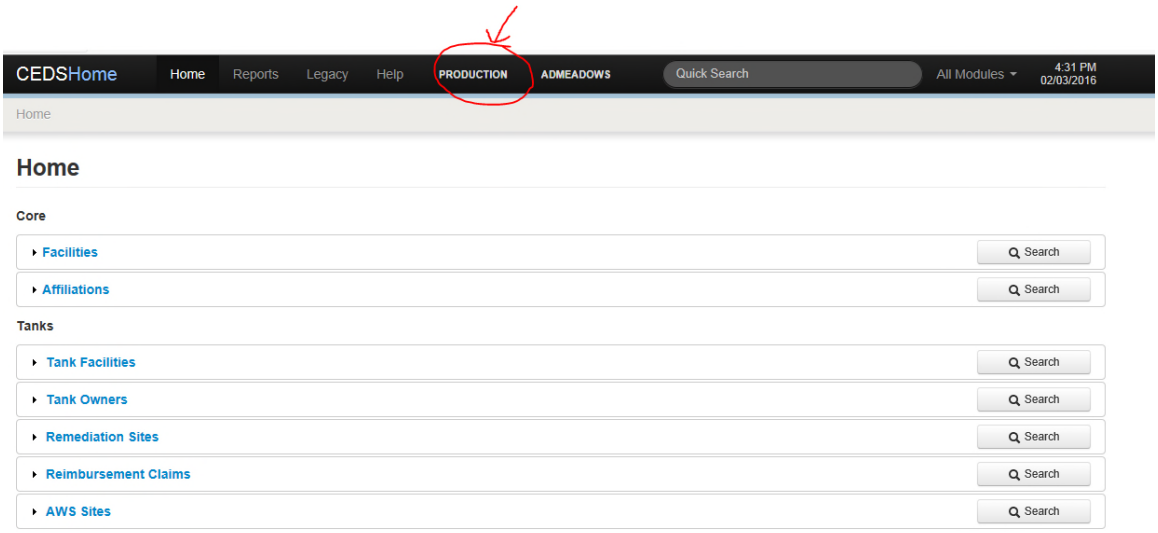
## 2 Navigation

### 2.1 Accessing CEDS Tanks

CEDS Tanks is a web based program and may be accessed through the Internet Explorer (IE) browser located at http://ecmiis/ui. There is no need to log into CEDS because the system recognizes the Windows login. For this reason, it is important that the actual CEDS user is logged into Windows (not someone else's login) so the correct staff names are properly documented for all record creation, modifications, and automated fields.

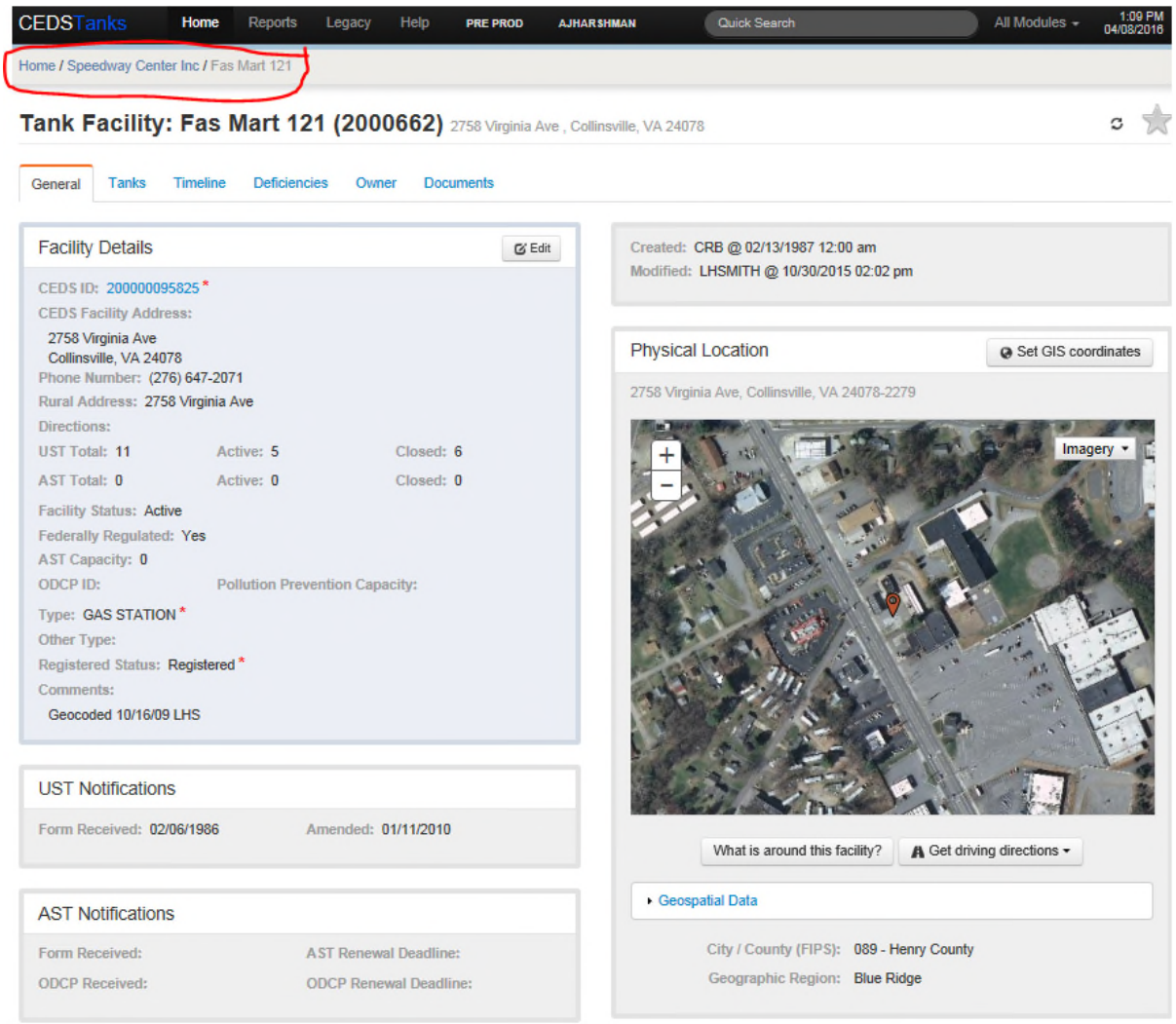
The top of the screen contains the following navigation buttons: CEDSHome, Home, Reports, Legacy, and Help. The screen header also indicates the name of the user and the database in which the user is operating.

**NOTE:** Always ensure that you are working in the PRODUCTION database (indicated below by a RED circle). Other versions of CEDS (PRE PROD, TEST/UAT, and TEST) are for testing and may contain false data.



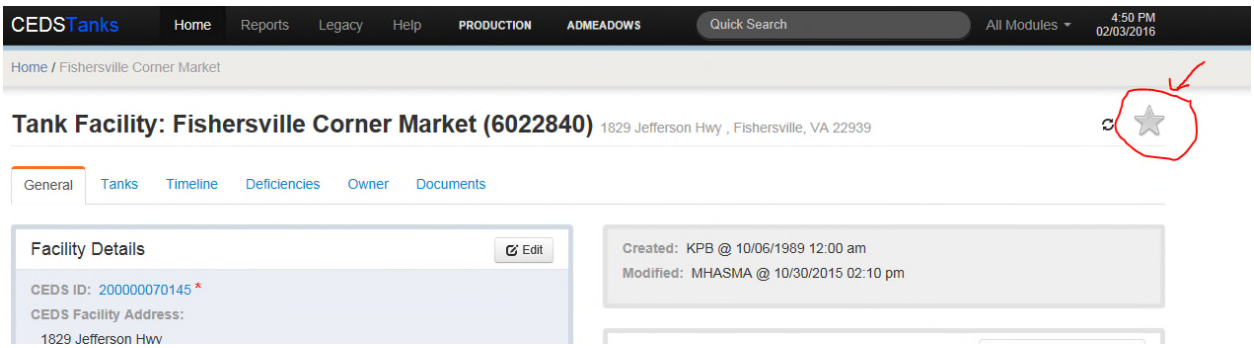

## 2.2 Breadcrumbs

Breadcrumbs are a type of secondary navigation for internet based applications like CEDS. The breadcrumbs leave a "trail" of the places you have been. Instead of using your back button to return to previous screens, it is best to use your breadcrumbs in CEDS. The below image has the breadcrumbs circled in red. If the user clicks on "Home" in the breadcrumb trail, the user will return to the CEDS Home screen. This feature is used frequently in CEDS Tank.



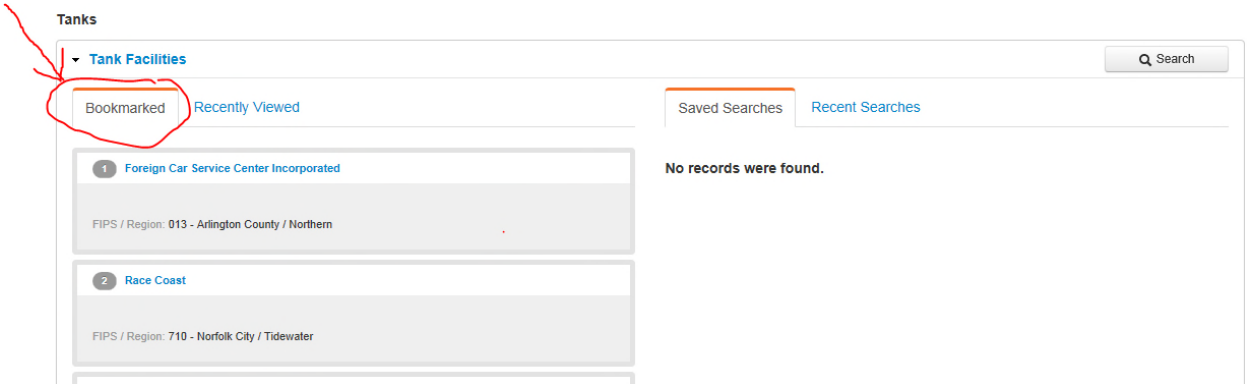

## 2.3 Bookmarking

Facilities and owners may be bookmarked in CEDS for easy future access. In order to bookmark a facility or owner, simply click the star at the top right hand corner of your screen as indicated.



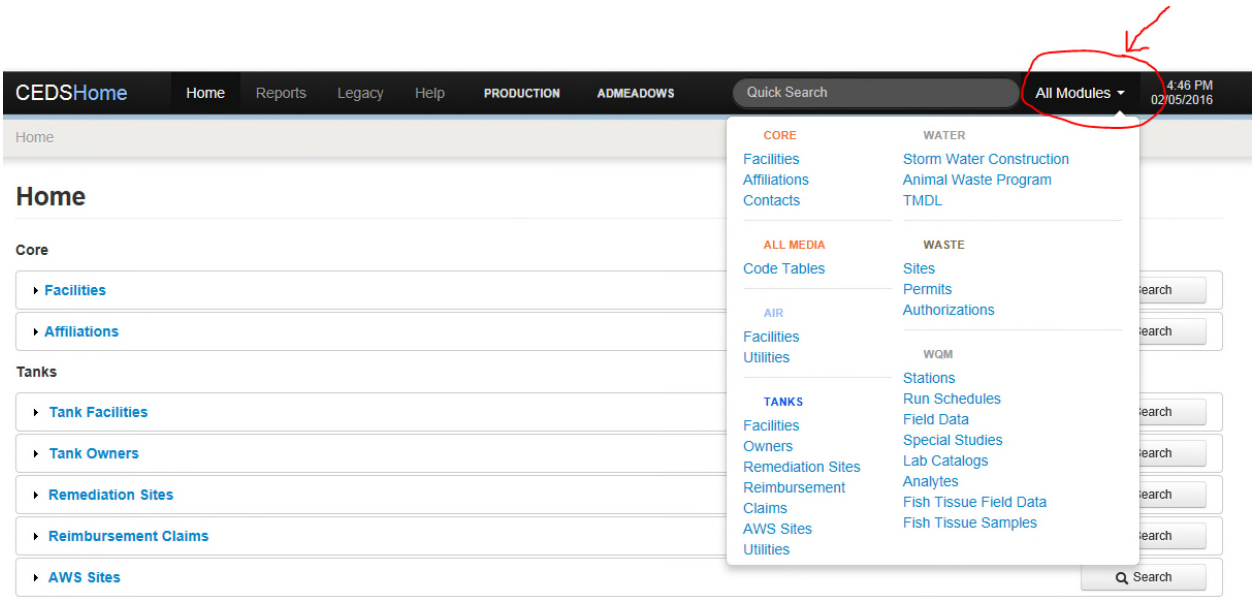

The star will turn yellow to indicate that the facility has been bookmarked. Tank owners may be bookmarked from the owner tab discussed later in Section 2.4.4.

Once a facility or owner has been bookmarked, it will appear in the bookmarked area under the CEDS Home screen section as seen in the below image.




## 2.4 CEDS Home Screen

The CEDS Home Screen is the first screen the user will encounter. The Home screen varies for each employee and is dependent upon their CEDS user profile. For instance, CEDS Tank users will see Core and Tanks options, but will not see an option for Air. Likewise, Air Division staff will have Core and Air options, but not an option for Tanks. Other media modules may be accessed from the menu bar by clicking the right drop-down arrow beside “All Modules” and then left clicking on the specific media’s module name.




## 2.4.1 CEDS Core Screens

### 2.4.1.1 *CEDS Core Facilities*

CEDS Core facilities may be accessed from the Home Screen by either:

- Selecting the "Search" button to the right of Facilities and performing a search following the steps described in Section 2.4.1.2, or

- Clicking on Facilities and then selecting one of the following tabs:

  **Bookmarked**

  A previously bookmarked record may easily be accessed from the CEDS Home screen by clicking on the arrow beside "Facilities" to reveal the bookmarked facilities. The facility record may then be accessed by clicking on the owner's name.

  **Recently Viewed**

  CEDS Core keeps a list of recently viewed facilities for easily accessing records. Follow the preceding instructions for "Bookmarked" owners, but choose the "recently viewed" tab to access an owner record that was recently viewed.

**Saved Searches**

A search that has been previously saved may be chosen by selecting the facility record found under the “Saved Searches” tab.

**Recent Searches**

A search that has been recently conducted may be chosen by selecting the facility record found under the “Recent Searches” tab.

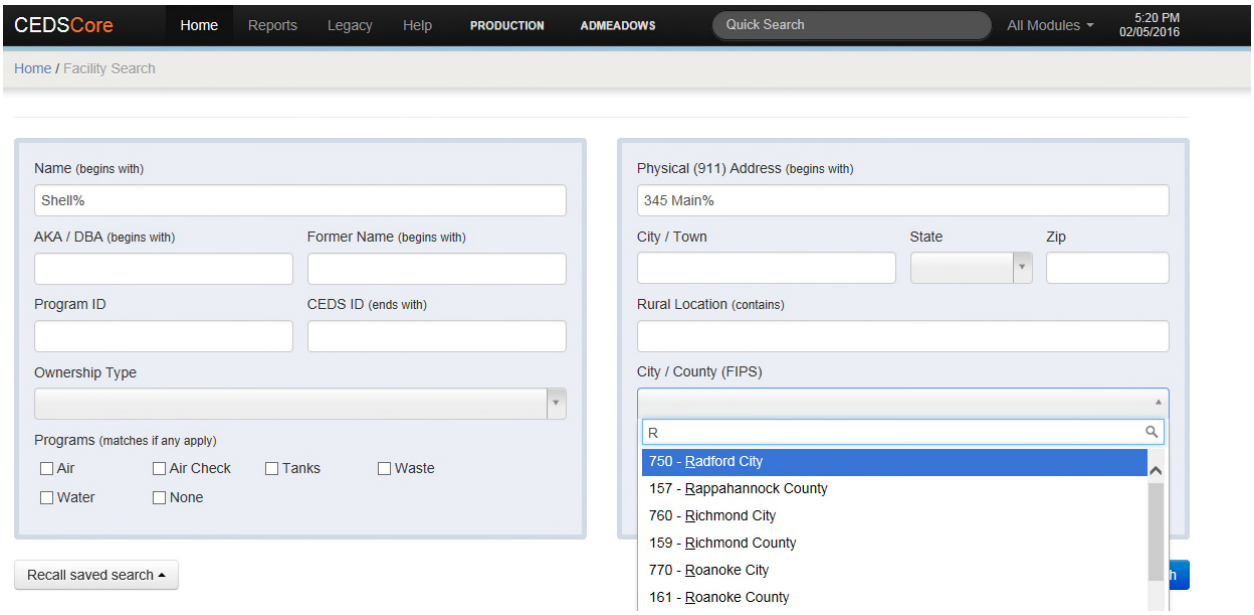
#### 2.4.1.2 *CEDS Core Search*

On the Search screen, there are a few ways to search depending on the field:

- If the field is a “contains” field, enter a partial or entire word in the field being searched.
- Enter the first few numbers/characters or words in a field where “begins with” is indicated.
- Enter the last few numbers/characters or words in a field where “ends with” is indicated.
- Search via existing dropdown by selecting the match or entering a few characters then selecting the match.
- Search ID fields by entering the partial or entire number sequence. Partial numbers must be surrounded by “%”.

After entering the search term, hit enter or click on the “Search” button.

Example:




Three possibilities will occur:

- The facility will populate the screen ready for update and staff must determine if this is the facility being sought.

- A list of facilities will populate from which a selection may be made.

- The message "No results were found that matched your criteria" in which case a new search or a refined search may be made.

When all the criteria to search for the facility has been exhausted and it cannot be found in the database then a new facility must be created as described in Section 4.

### 2.4.1.3 *CEDS Core General Tab*

The CEDS Core general tab contains general information about the facility as well as a link to ECM via the "View Documents" button. The facility programs that have records attached to the Core record are also indicated on the general tab. The database identifies affiliated programs by turning the program button black. If the "tank" button is grayed out, no petroleum tank facilities are associated with that core facility. The general tab also contains any recorded former facility names.

### 2.4.1.4 *CEDS Core Affiliations Tab*

**Owners Tab**

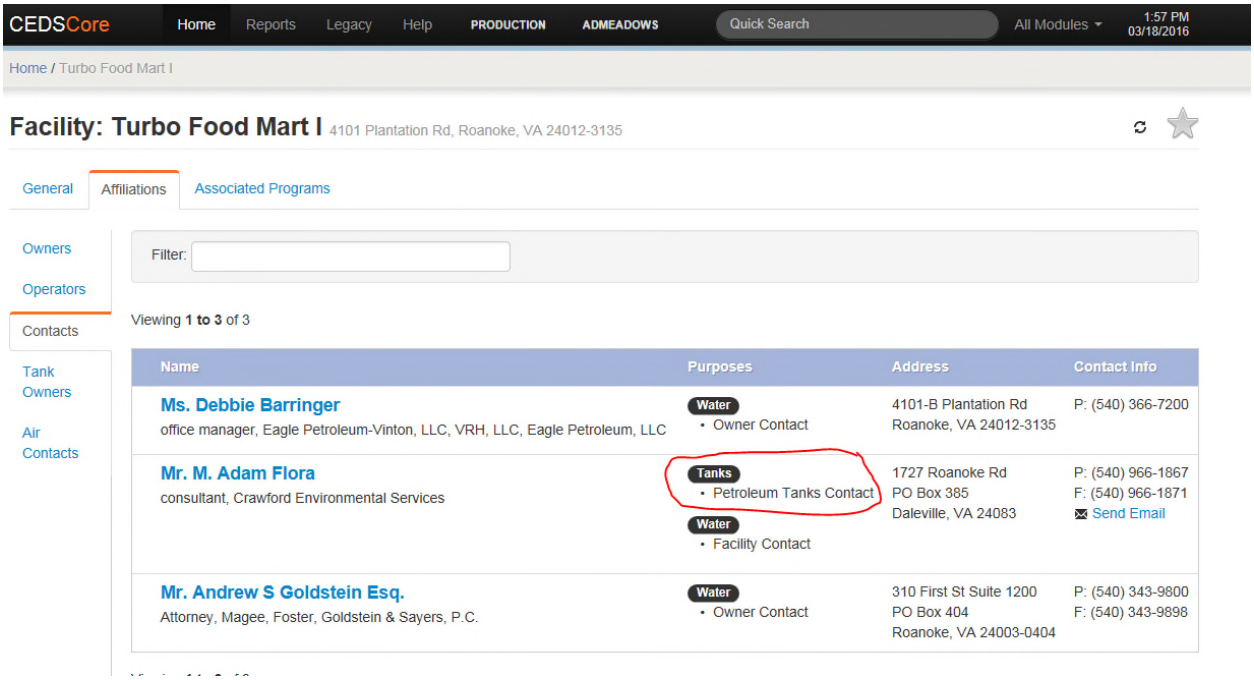
The Owners Tab contains CEDS Core facility owners for all media except tanks. Tank owners are not included under the Owner tab. Tank owners may be accessed from the tanks tab as described in the Tank Owners Tab section below.

**Operators Tab**

Tank facilities do not contain CEDS Core operators. Operators of petroleum storage tanks are sometimes identified as Contacts (see Section 4.6.3) and may be found on the Tank facility screen under the "Owner" tab.

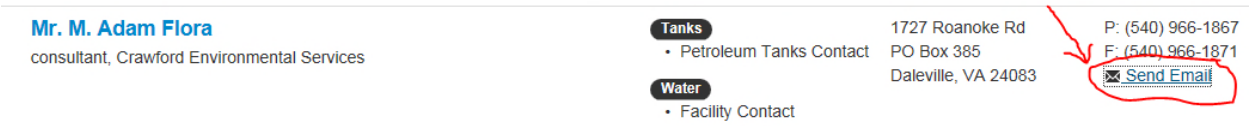
**Contacts**

Tank owner contacts are identified on Contacts tab. The tank contact may be distinguished from other media contacts because the Purpose indicates "Tank".



From the contact screen:

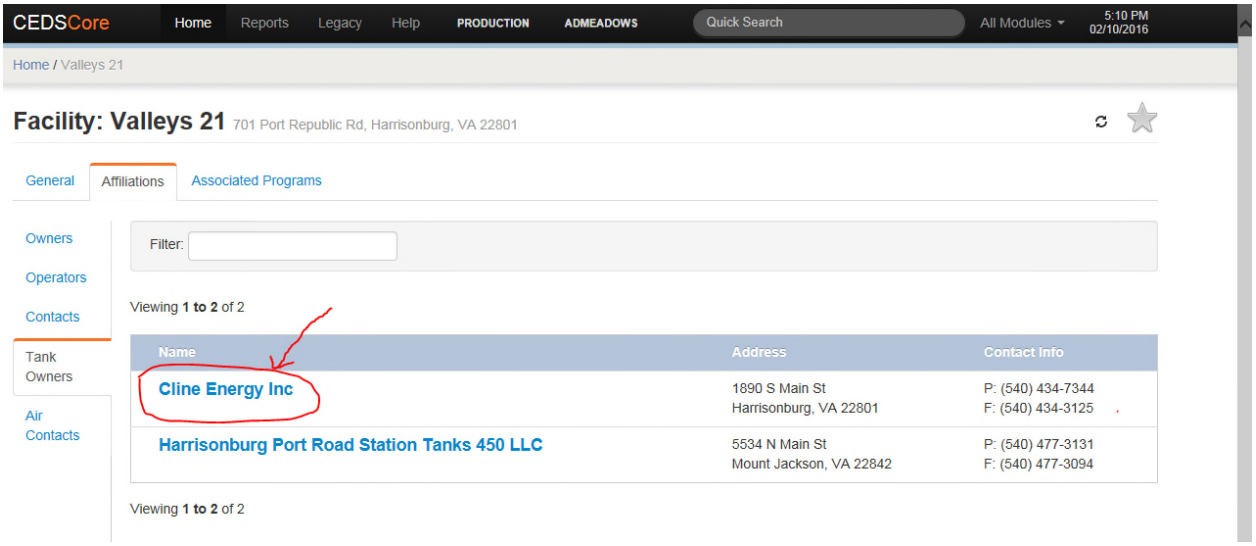
- The “Send Email” link may be clicked to open up a Microsoft Outlook email window that contains the contact’s email address. In order for the email function to work, the email field must contain a correct email address.




- The contact’s name may be right-clicked to open up the contact details screen.

**Tank Owners Tab**

The CEDS Core Affiliations tab contains a link to the tank owners associated with the facility. The Tank Owners button may be clicked to view the tank owner information in CEDS Tanks.

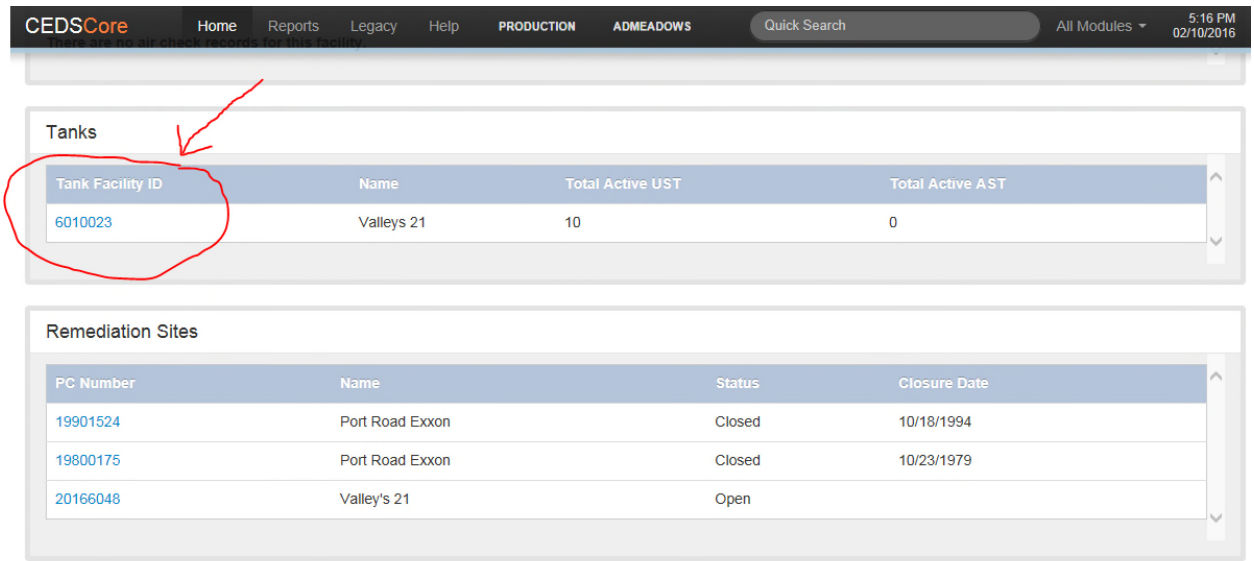



**Air Contacts**

This tab contains the contacts associated with Air records and is not applicable for tank facilities.

### 2.4.1.5 *CEDS Core Associated Programs Tab*

The facility information for each associated program (Air, Tanks, Water, Waste, etc) appears on the CEDS Core Associated Programs Tab. Click on the “Tank Facility ID” link to access the CEDS Tanks facility record.




### 2.4.1.6 *CEDS Core Affiliation Search*

Core Affiliation records may also be accessed from the Home Screen by either:

- Selecting the "Search" button to the right of "Affiliations" and making a search following Section 2.4.1.2, or

- Clicking on "Affiliations" and then selecting one of the following tabs:

**Bookmarked**
A previously bookmarked record may easily be accessed from the CEDS Home screen by clicking on the arrow beside "Affiliations" to reveal the bookmarked facilities. The record may then be accessed by clicking on the affiliation's name.

**Recently Viewed**
CEDS Core keeps a list of recently viewed facilities for easily accessing records. Follow the preceding instructions for "Bookmarked" affiliations, but choose the "recently viewed" tab to access an affiliation record that was recently viewed.

**Saved Searches**
A search that has been previously saved may be chosen by selecting the affiliation record found under the "Saved Searches" tab.

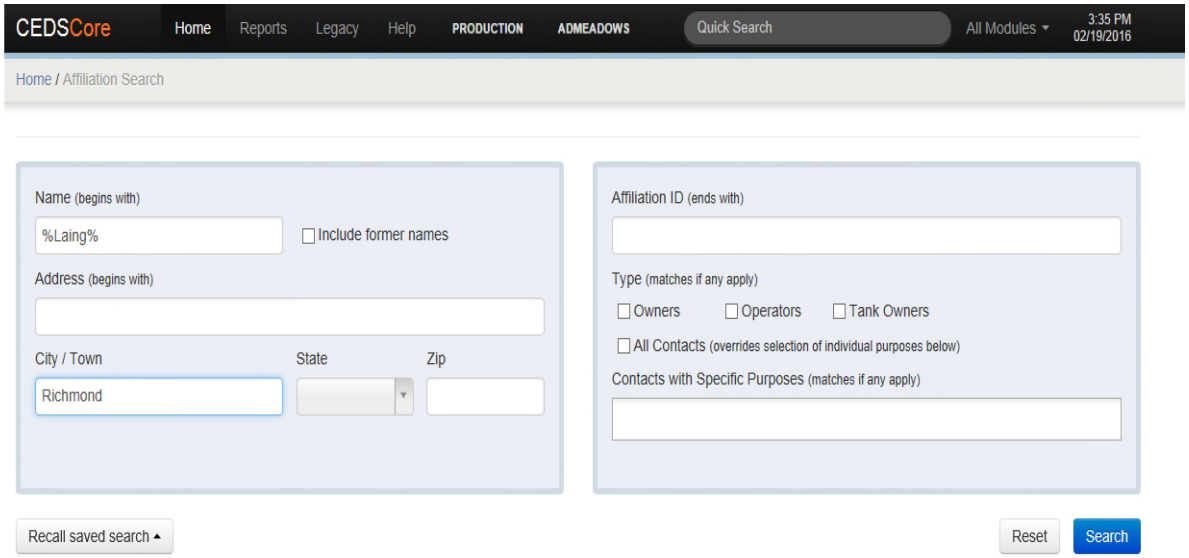
**Recent Searches**
A search that has been recently conducted may be chosen by selecting the affiliation record found under the "Recent Searches" tab.

**Search**

On the Search screen, there are a few ways to search depending on the field:

- Enter a partial or entire word of the field being searched surrounded by “%”.
- Enter the first few numbers/characters or words of a field where “begins with” is indicated.
- Enter the last few numbers/characters or words of a field where “ends with” is indicated.
- Search ID fields by entering the partial or entire number sequence. Partial numbers must be surrounded by “%”.

Example:




Three possibilities will occur:

- The affiliation will populate the screen ready for update and staff must determine if this is the affiliation being sought.
- A list of affiliates will populate from which a selection may be made if existing.
- The message “No results were found that matched your criteria” in which case a new search or a refined search may be made.

## 2.4.2 CEDS Tank Facilities

### 2.4.2.1 *Accessing a Facility*

CEDS Tank facilities may be accessed by either:

- Selecting the "Search" button to the right of Facilities and making a search following Section 2.4.1.2, or

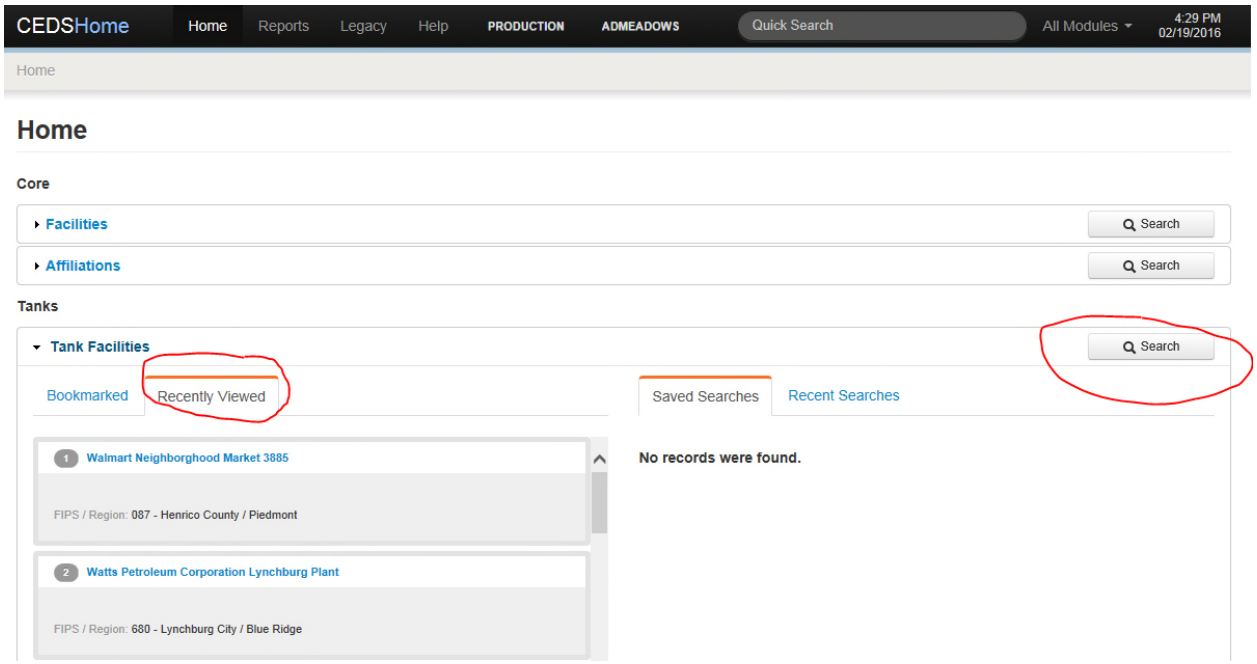
- Clicking on Facilities and then selecting one of the following tabs:

**Bookmarked**

A previously bookmarked record may easily be accessed from the CEDS Home screen by clicking on the arrow beside "Facilities" to reveal the bookmarked facilities. The facility record may then be accessed by clicking on the owner's name.

**Recently Viewed**

CEDS keeps a list of recently viewed facilities for easily accessing records. Follow the preceding instructions for "Bookmarked" owners, but choose the "recently viewed" tab to access an owner record that was recently viewed.




**Saved Searches**

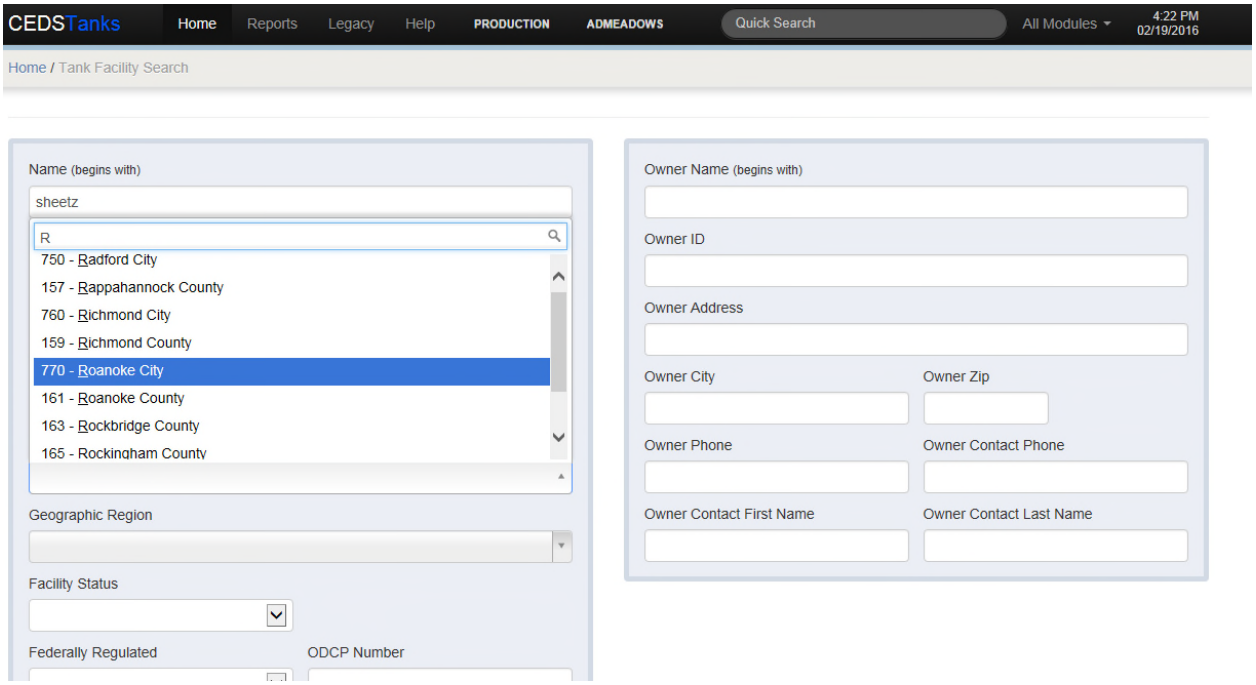
A search that has been previously saved may be chosen by selecting the facility record found under the "Saved Searches" tab.

**Recent Searches**
A search that has been recently conducted may be chosen by selecting the facility record found under the “Recent Searches” tab.

**Search**
There are a few ways to search depending on the field:

- Enter a partial or entire word of the field being searched surrounded by “%”.
- Enter the first few numbers/characters or words of a field where “begins with” is indicated.
- Enter the last few numbers/characters or words of a field where “ends with” is indicated.
- Search via existing dropdown by selecting the match or entering a few characters then selecting the match.
- Search ID fields by entering the partial or entire number sequence. Partial numbers must be surrounded by “%”.

Example:



Three possibilities will occur:

- The facility will populate the screen ready for update and staff must determine if this is the facility being sought.

- A list of facilities will populate from which a selection may be made if existing.

- The message "No results were found that matched your criteria" in which case a new search or a refined search may be made.

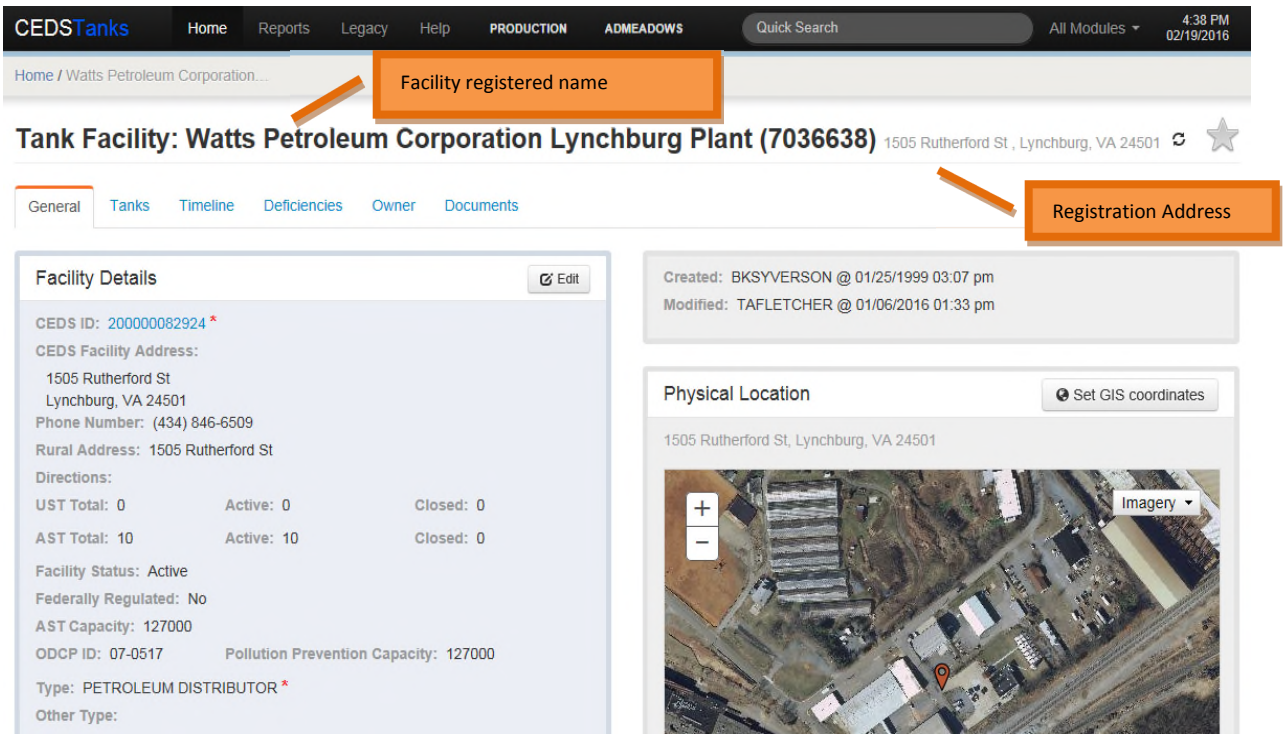
When all the criteria to search for the facility has been exhausted and it cannot be found in the database then a new facility must be created as described in Section 4.

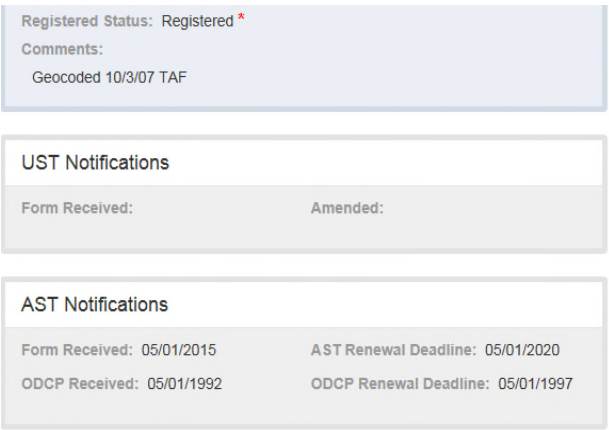
### 2.4.3 Tank Facility Screen Overview

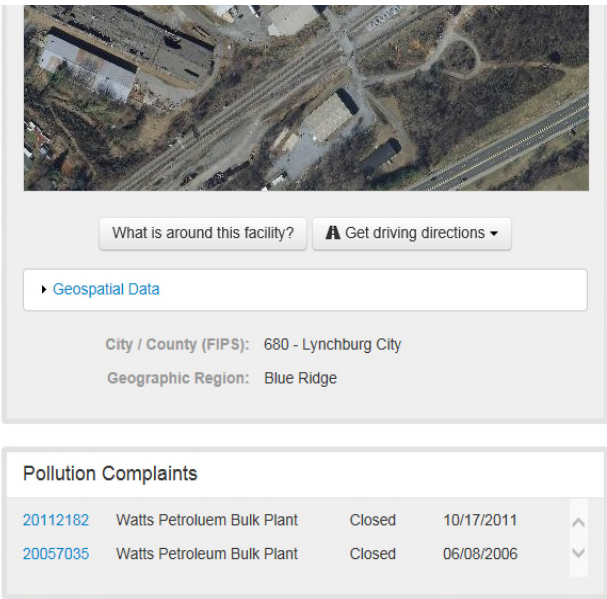
CEDS Tank facility information is organized by the following tabular screens: General, Tanks, Timeline, Deficiencies, Owner, and Documents. The tabular screens are described in the succeeding sections.

#### 2.4.3.1 *General Tab*

The general tab contains the general facility information including the CEDS Core and registration addresses, the CEDS Core id link, phone number, number of tanks and their current statuses, registration form receipt dates, facility map, and pollution complaint links to the CEDS Remediation module.

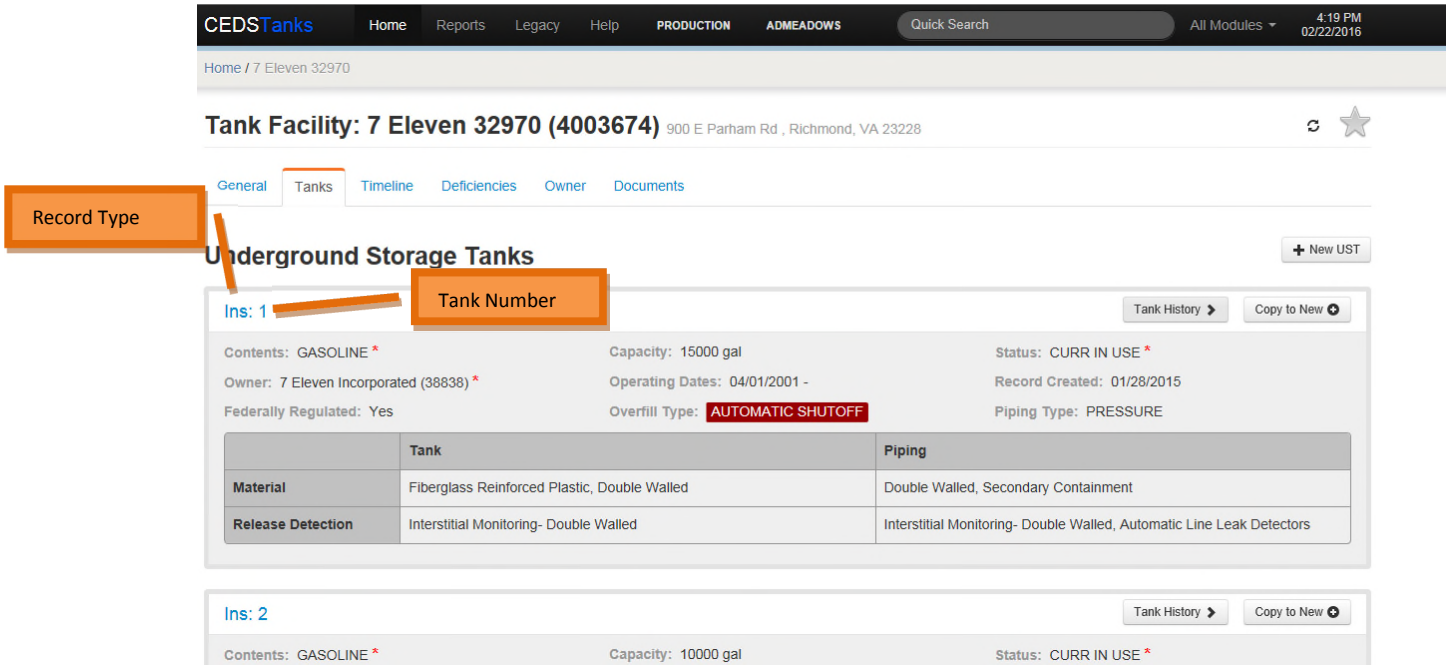




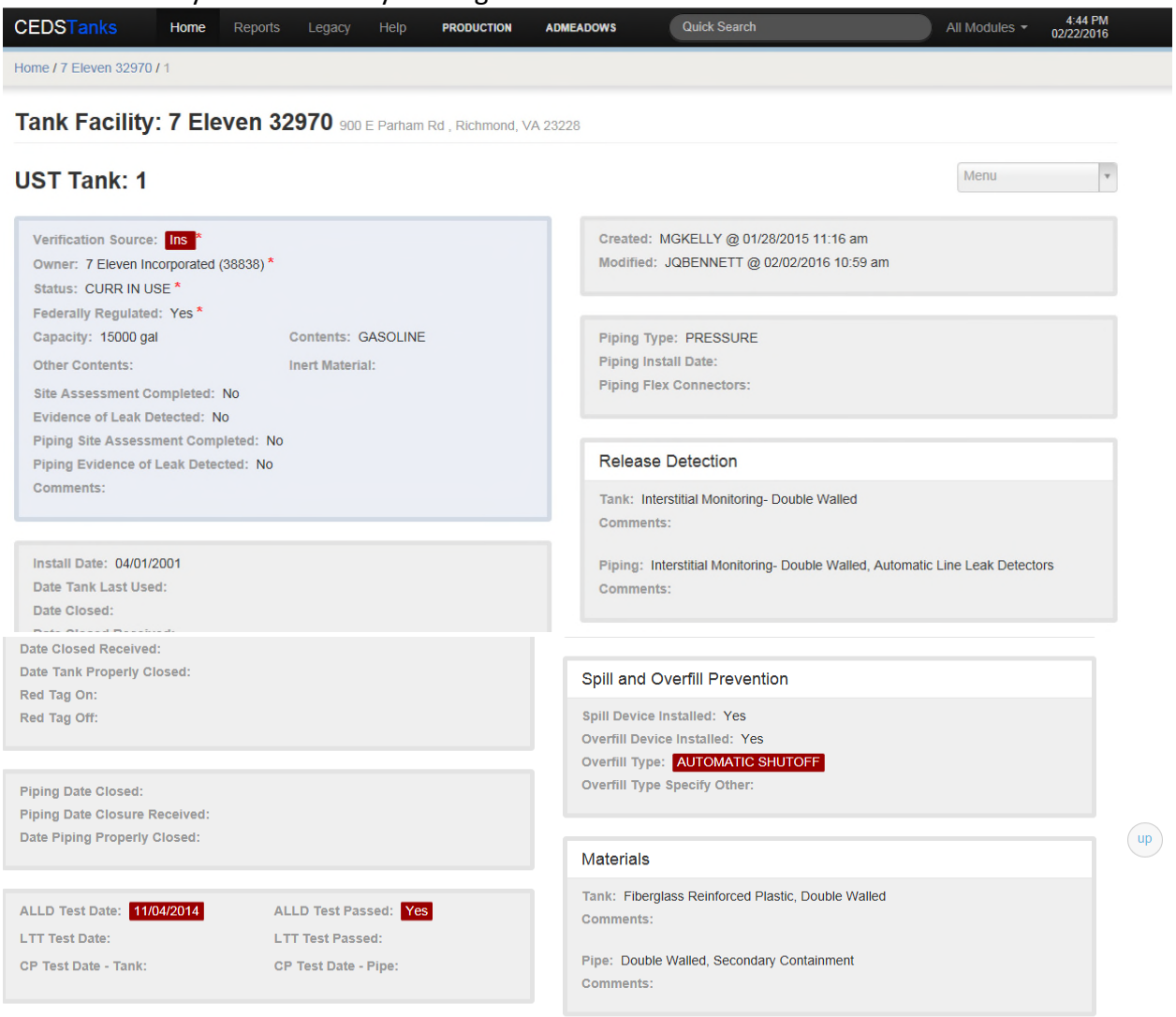

### 2.4.3.2 *Tanks Tab*

The tanks tab contains the summary information for underground and aboveground storage tanks. From this tab you can create new tanks, edit existing tank information, and create tank registration records.




- Items highlighted in red indicate a change from the previous historical record.

- Tank details may be accessed by clicking on the tank number.




Use the breadcrumbs to navigate from the tank details screen to the previous tanks tab screen.

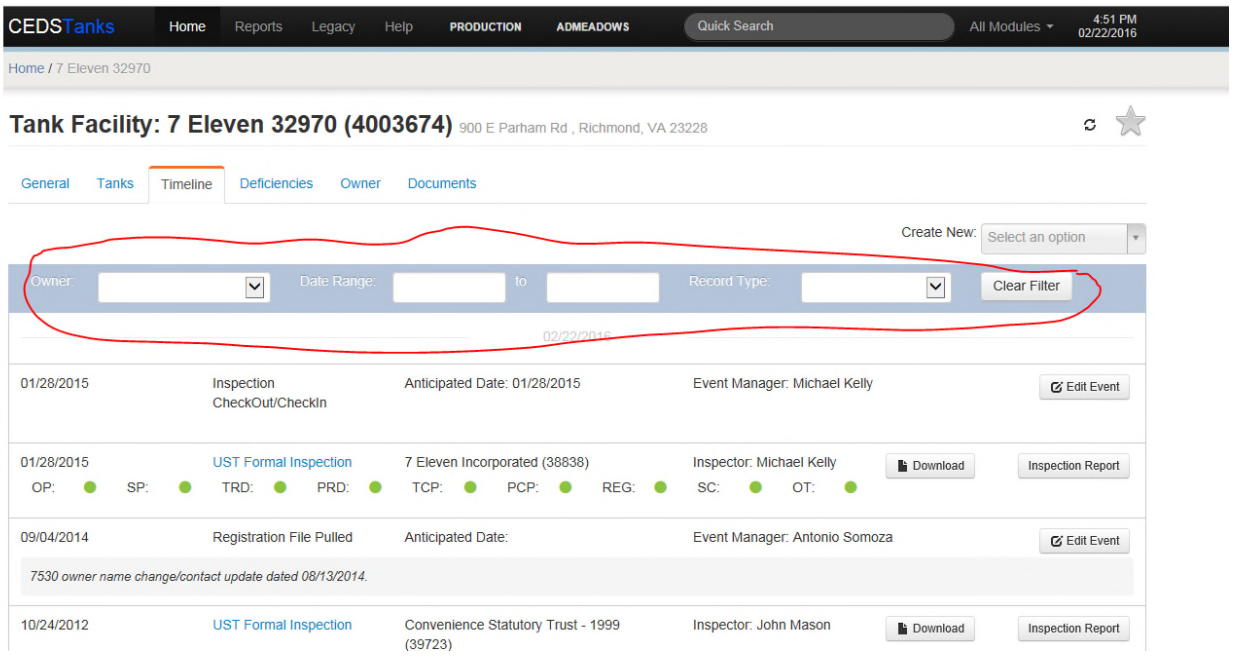
### 2.4.3.3 *Timeline Tab*

The timeline tab lists all inspections, document reviews, events, and compliance actions in reverse chronological order from most recent to oldest. The sort may be changed on the timeline tab by entering sort filters on the blue bar.

- The user may sort by owner, date, or record type. Additional details of an inspection or document review may be viewed by clicking on the blue inspection type link. For

example, click on the words UST formal inspection in blue ink to get details on the inspection.

- The inspection compliance status at time of inspection is indicated by green and red dots. Green dots indicate compliance and red dots indicate non-compliance at the time of inspection.
- Inspection reports may be generated by selecting the Inspection Report button.
- ECM documents may be accessed by clicking on the Download button next to the document.



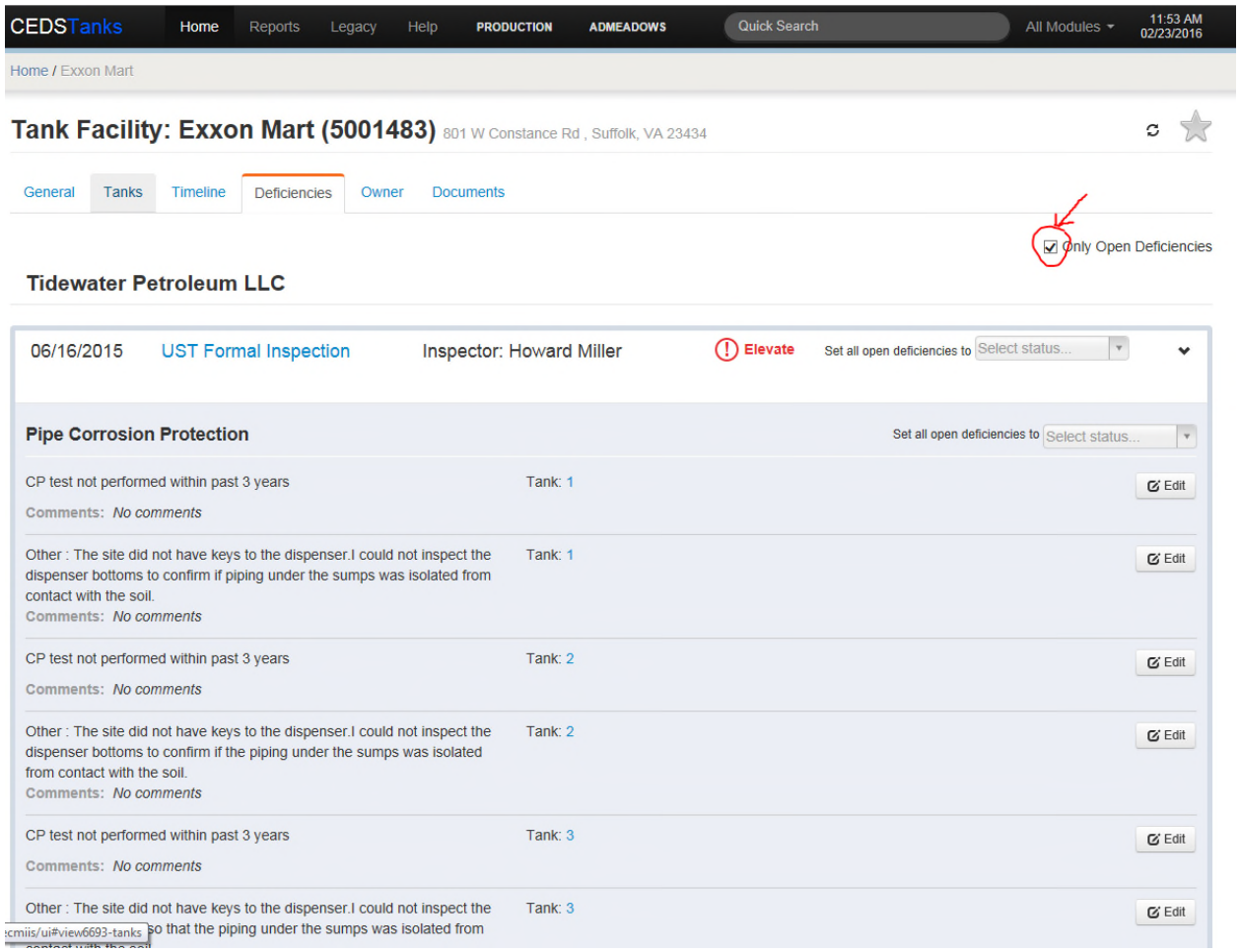

**Timeline Dates**

The meanings of the unlabeled dates on the left hand side are as follows:

| Event Type | Type of Date |
|---|---|
| **Inspection** | Inspection Date |
| **Document Review** | Document Review Date |
| **Event** | Completed Date |
| **Compliance Action** | Date Sent |

### 2.4.3.4 *Deficiencies Tab*

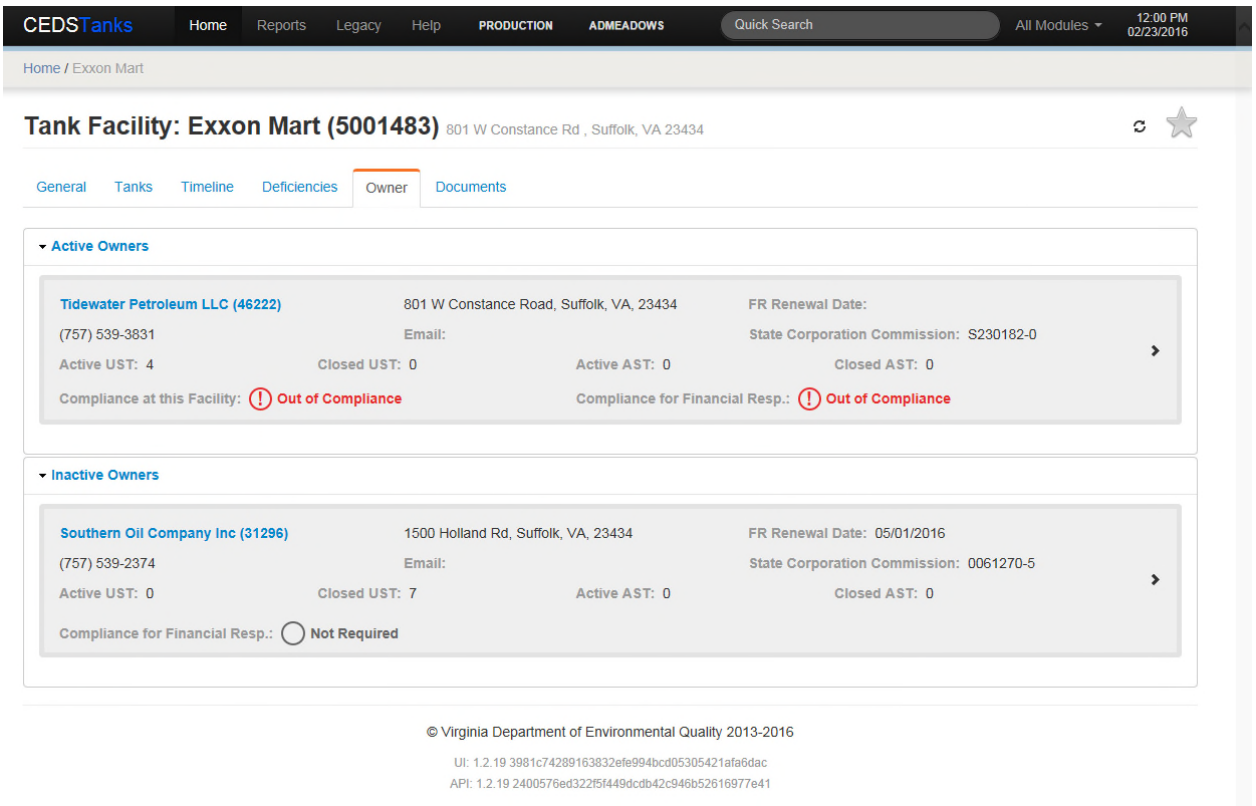
The deficiencies tab tracks each deficiency that has been identified by an inspection or document review. The default view is “open” deficiencies. The user may view all deficiencies by unchecking the “only open deficiencies” box.




### 2.4.3.5 *Owner Tab*

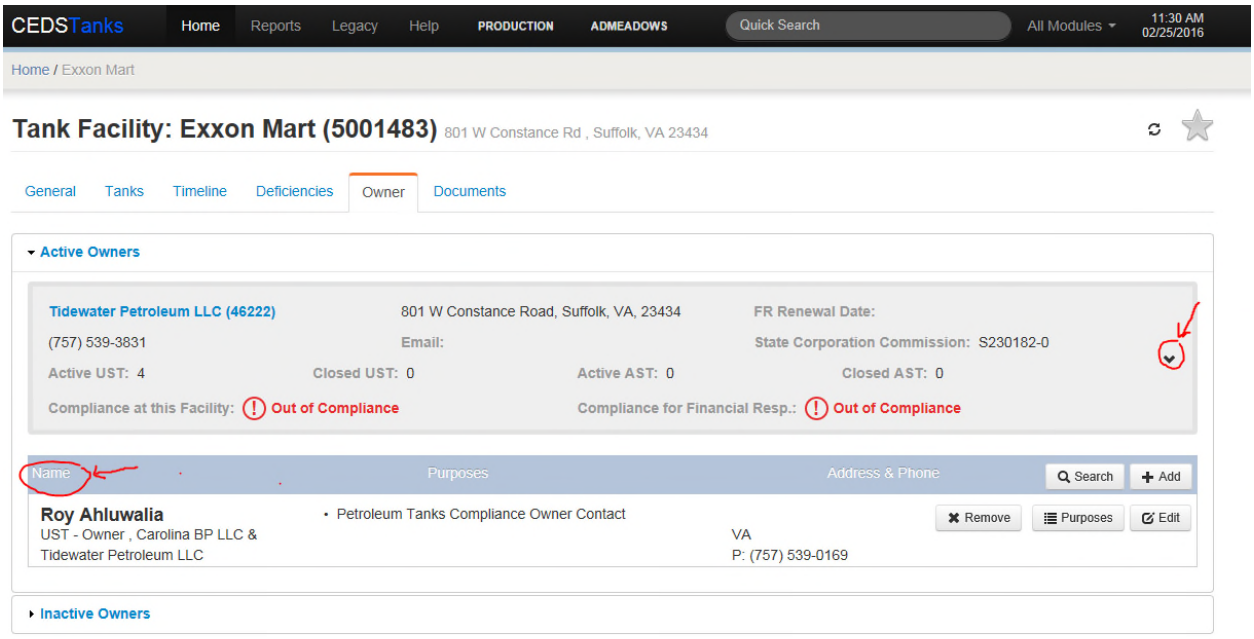
The Owner tab allows the user to view “active” and “inactive” owners and to access the owner, contacts, and financial responsibility database pages. Active owners are owners that are attached to currently in use or temporarily out of use tank records. Inactive owners are owners that are attached to tanks with a status of removed from ground, closed in ground, permanently out of use, and dismantled tanks.

**Note:** Former owners that are not currently linked to any tank records because they no longer own the tanks or were not the owner at time of closure, may not be viewed on the owner tab. If this information is needed, it may be found by conducting an ECM file review.




**Facility Owner Contacts**

The owner contacts associated with the facility may be viewed by clicking the right arrow in the owner box. Please note that these are contacts linked to the owner at the facility level and not the owner level. Owner level contacts are discussed in the next section.




**Owner Details**

Click on the owner name to access the Owner Details Screen. The tank owner details screen contains the owner information and the associated contacts. The owner contacts are a conglomeration of all of the facility contacts associated to this owner in CEDS.

**Financial Responsibility**

The financial responsibility events may be viewed from the general tab. Financial responsibility details may be viewed from the Financial Responsibility tab. The Financial Responsibility tab shows the owner's financial responsibility mechanism and a list of covered facilities and tanks.

### 2.4.3.6 *Documents Tab*

The Documents tab contains a list of documents contained in ECM. The list may be filtered to show only inspection and registration documents (no remediation or reimbursement documents) or documents within a specified date range.

Click the "download" button to download and view the document from ECM. The metadata button allows you to open the metadata screen to view or edit the document's ECM metadata. To view or edit metadata, you must be logged into ECM. The system will automatically open the ECM login screen if you are not already logged into ECM.

## 2.4.4 CEDS Tank Owners

### 2.4.4.1 *Accessing a Facility by Owner or Contact*

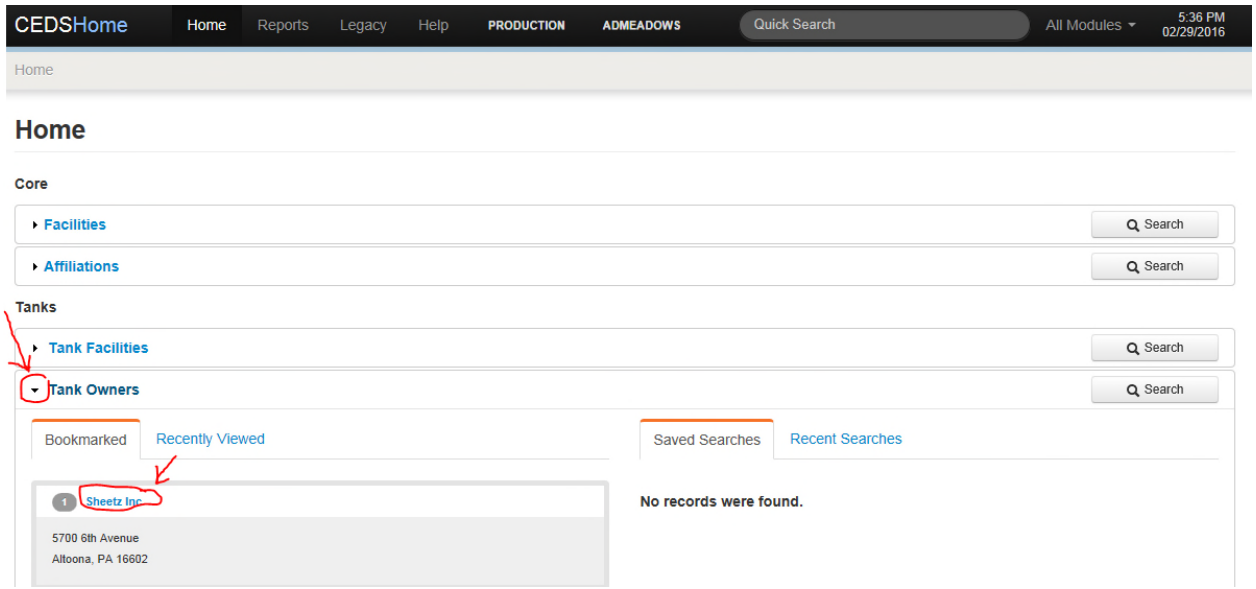
CEDS Tank owner records may be accessed by either:

- Selecting the "Search" button to the right of Tank Owners and performing a search following Section 2.4.4.2, or

- Clicking on Tank Owners and then selecting one of the following tabs:

**Bookmarked**

A previously bookmarked record may easily be accessed from the CEDS Home screen by clicking on the arrow beside "Owners" to reveal the bookmarked facilities. The record may then be accessed by clicking on the owner's name.




**Recently Viewed**

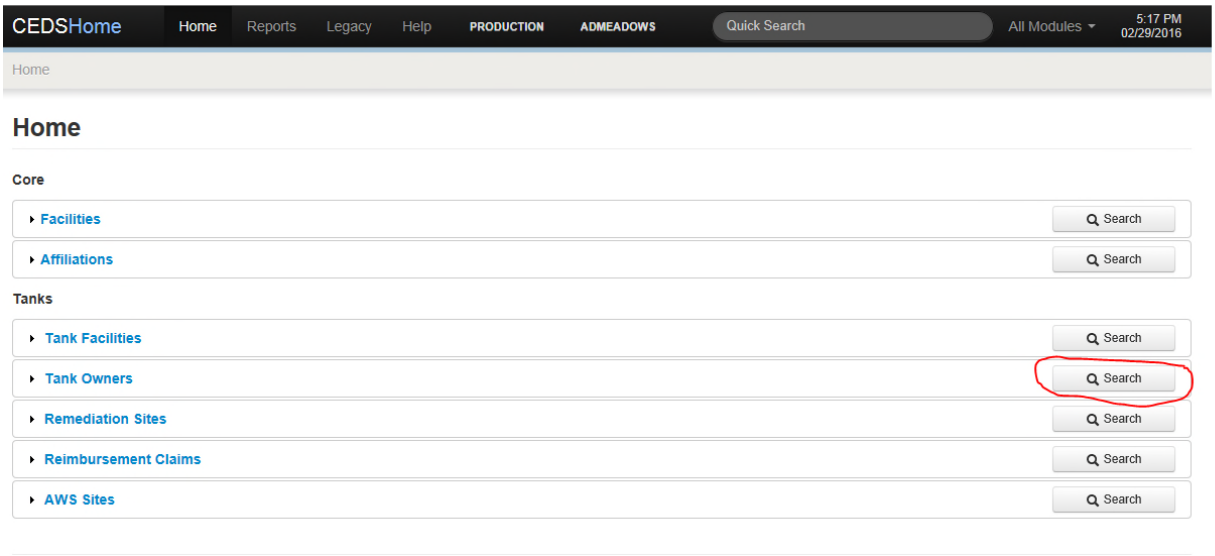
CEDS keeps a list of recently viewed owners for easily accessing records. Follow the preceding instructions for "Bookmarked" owners, but choose the "recently viewed" tab to access an owner record that was recently viewed.

**Saved Searches**
A search that has been previously saved may be chosen by selecting the owner record found under the “Saved Searches” tab.

**Recent Searches**
A search that has been recently conducted may be chosen by selecting the owner record found under the “Recent Searches” tab.

### 2.4.4.2 *Search*

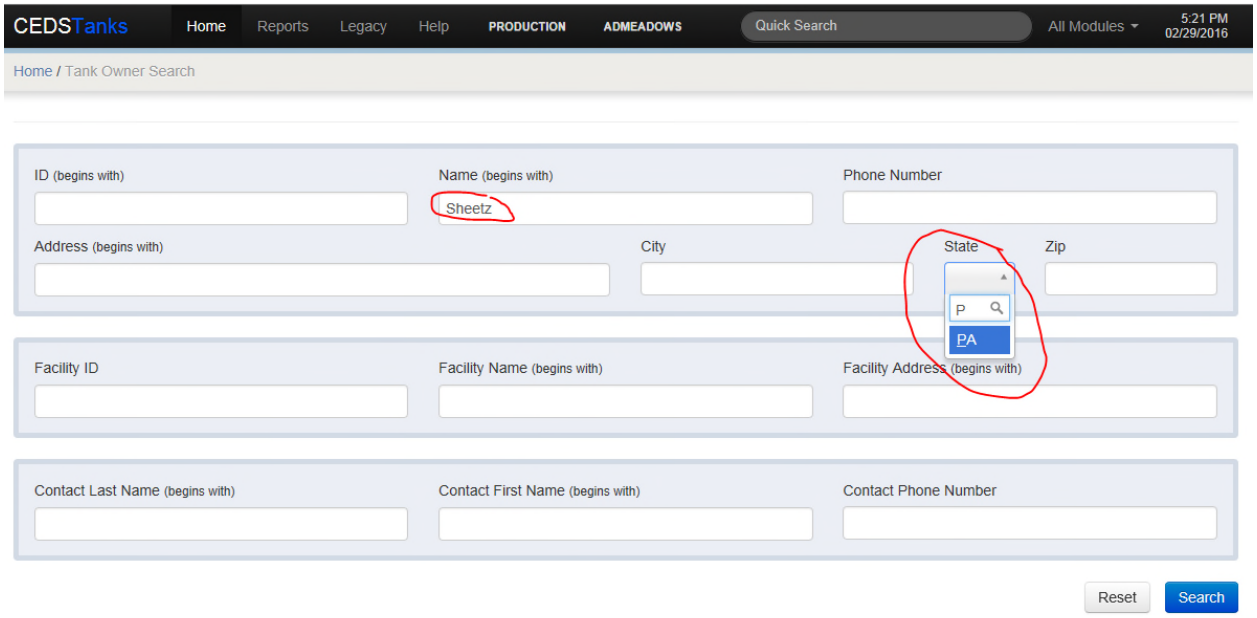
An owner search may be conducted by selecting the “Search” button as shown below from the CEDS Home screen.




There are a few ways to search depending on the field then hitting enter or selecting the “Search” button:

- Enter a partial or entire word of the field being searched surrounded by “%”.
- Enter the first few numbers/characters or words of a field where “begins with” is indicated.
- Enter the last few numbers/characters or words of a field where “ends with” is indicated.
- Search via existing dropdown by selecting the match or entering a few characters then selecting the match.

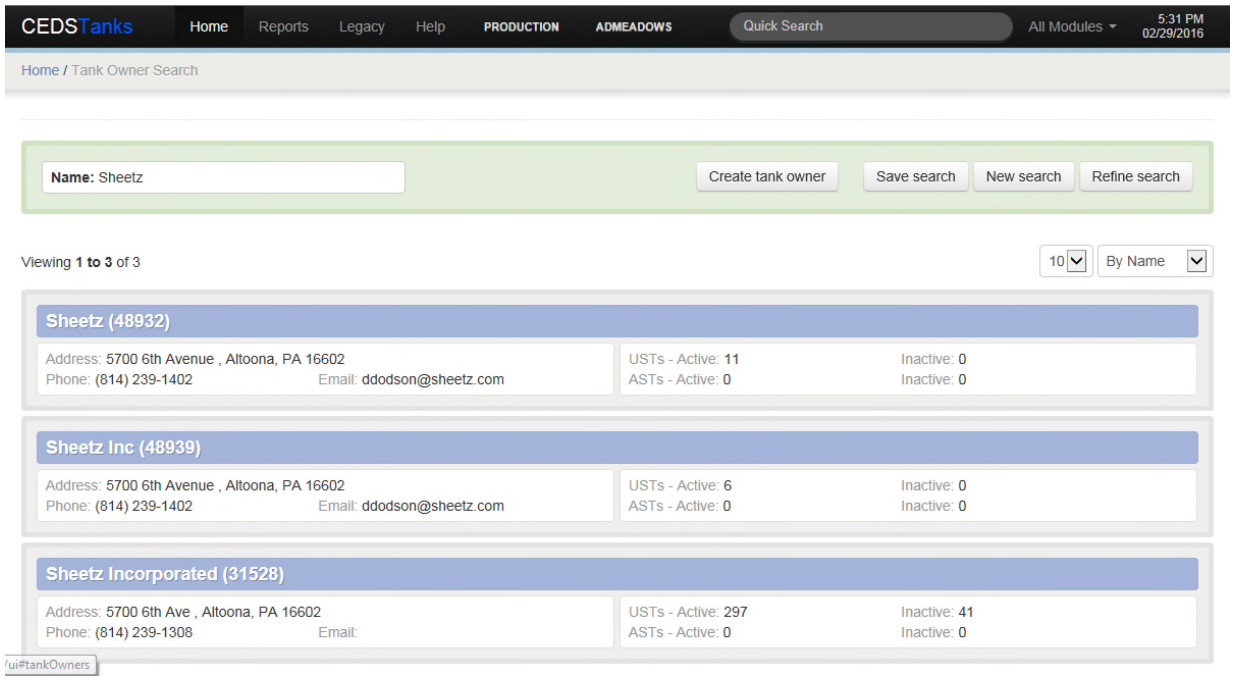
- Search ID fields by entering the partial or entire number sequence.  Partial numbers must be surrounded by “%”.




Three possibilities will occur:

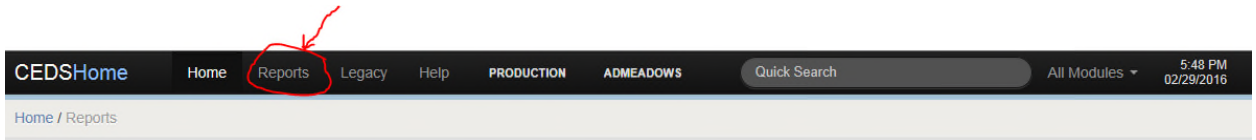
- A list of owners will populate from which a selection may be made if existing.
- If there is only one owner result, then the owner screen will automatically populate.
- The message “No results were found that matched your criteria” in which case a new search or a refined search may be made.

When all the criteria to search for the associated owner have been exhausted and none can be found in the database, then a new owner record must be created as described in Section 4.3.2.




## 2.5 CEDS Reports

CEDS has a "Reports" page that allows the user to access DEQ's report writing software and canned reports for each media. CEDS Reports may be accessed by clicking on "Reports" from the CEDS Home menu bar.

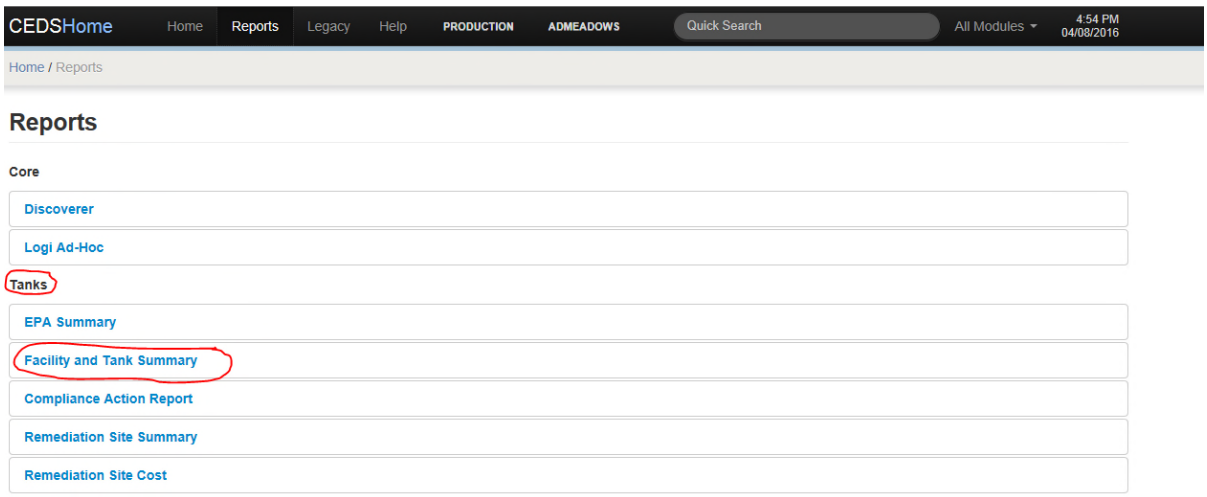



### 2.5.1 CEDS Core Reports

DEQ's report writing software, Discoverer or Logi Ad-Hoc may be accessed from the CEDS Home Reports screen.

### 2.5.2 CEDS Tanks Report

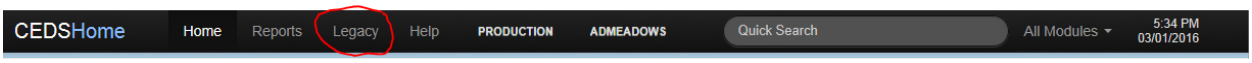
The Report screen contains canned reports that are commonly used by tank staff. The reports may easily be accessed by clicking on the report name from the CEDS Home Report screen.




| Report Name | Report Description |
|---|---|
| EPA Summary | The EPA Summary report is also referred to as the "Public Record" report. This report is provided to the EPA annually and is available to the public. It provides important tank program statistics. |
| Facility and Tank Summary | The Facility and Tank Summary report contains the UST and AST tank registration information. |
| Compliance Action Report | The Compliance Action Report is a LOGI Forms report that requires the user to input the query filters and parameters to access compliance action information for each facility. |

## 2.6 Legacy CEDS

Legacy CEDS will be accessible from new CEDS until all agency media are migrated to new CEDS. Click "Legacy" from the CEDS Home screen menu bar to access Legacy CEDS.




## 2.7 Help

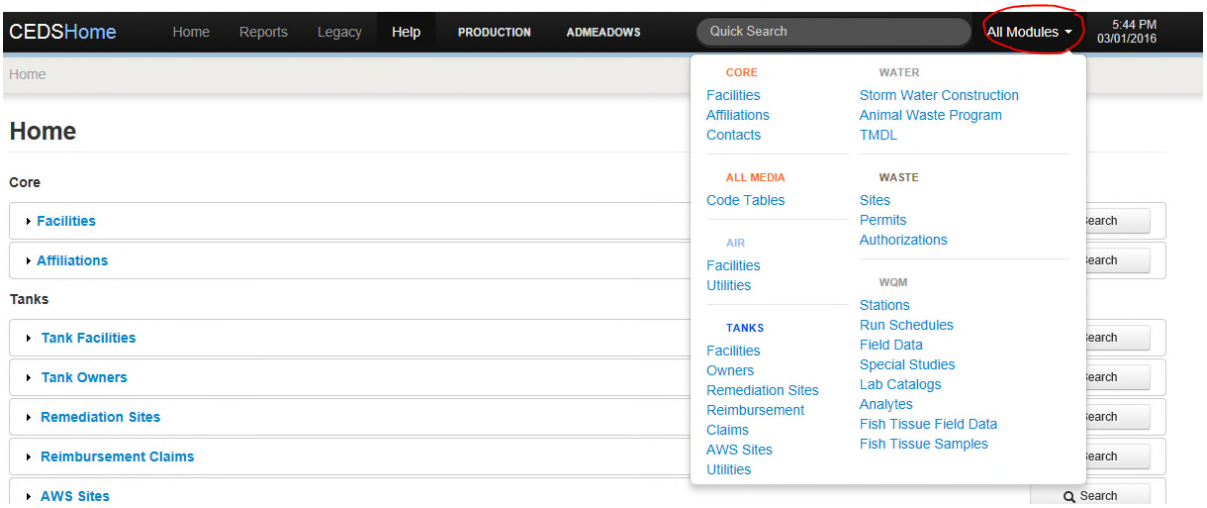
Various CEDS user manuals may be found by clicking "Help" from the CEDS Home screen menu bar. This manual will be accessible from this menu.

## 2.8 Quick Search

The CEDS "Quick Search" function allows users to enter a "Program Id" to quickly retrieve the associated CEDS Core record. The tank program's id numbers are Facility Id or PC numbers.

## 2.9 All Modules

CEDS modules for other media may be accessed by clicking the list of values arrow beside "All Modules" on the CEDS Home menu bar.



# 3 Modifying Data Fields

Before entering or modifying any information in CEDS or CEDS Tanks, it would be helpful to become familiar with the CEDS Core Data Entry Rules that can be found in Appendix A.

| Data Convention |
| --- |
| **CEDS Core Data Entry Rules must be followed when entering data in CEDS Core facility, Contacts, and CEDS Tank Facility except for tank owner records. Tank owner records must match the owner name as it appears on the VA 7530 Form or with the State Corporation Commission.** |

To add or change information in an existing record, go to the desired field by:

- Tabbing
- Highlighting with the mouse

Make the appropriate modifications to the 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 – Enter a date by:
  - Highlighting the field and overwriting the date in the format of month, day and year such as 00-00-0000, with the month, day and year separated by a space, dash or non-letter character, then put the cursor in another field without entering or tabbing.
  - Using the Calendar to select a date.

    **Note:** The date must be a valid date to be accepted by the system.
- Phone Field - At the highlighted field, enter or overwrite the 10 digit number without using any spaces or dashes.
- Drop Down Field - Selecting a choice from a finite number of options by doing one of the following:
  - Highlighting the field and entering the first letter of the desired choice until it appears in the field.

    - Clicking the button in the right side of the field, scrolling to and selecting 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, highlighting the field and entering it.
    - Completing the following:
        - Selecting the button with the down arrow.
        - Querying on the information in the field on the line next to 'Find' using the percent sign where applicable.
        - Selecting one of the choices that come up below by clicking on it.

- Check Box - Make selections 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:
    - Pressing tab or enter until the check box requiring a change is highlighted and pressing the Spacebar to check or uncheck the box.
    - Clicking 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 - Make changes by:
    - Highlighting the field and entering or overwriting the ID with the new number.
    - Selecting the choice from an LOV.
    - Adding the new ID in blank ID field.

Once the additions or changes have been made do one of the following:

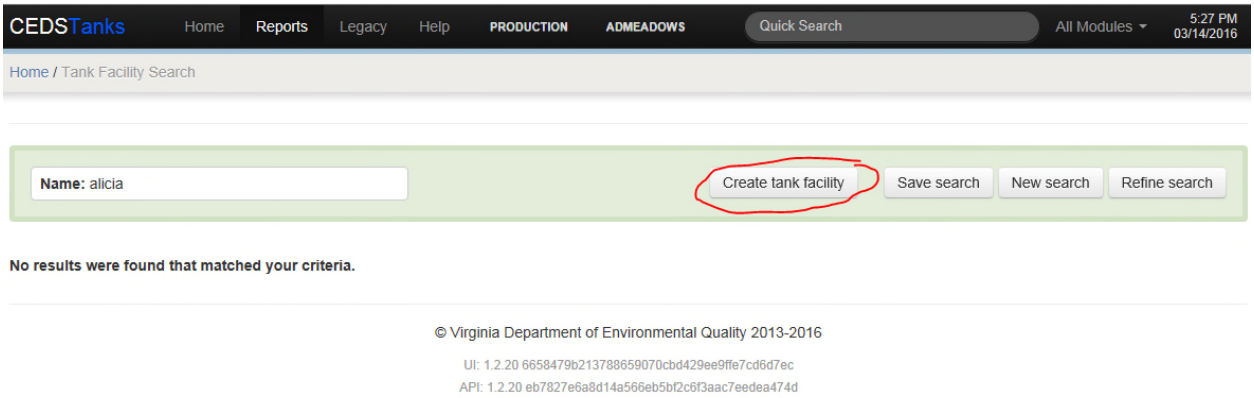
- Tab to the next field requiring a modification.
- Select the next field requiring a modification with the mouse.
- Save by selecting the blue "Save changes" button at the bottom right of the screen.

# 4 Entering a New Facility into CEDS

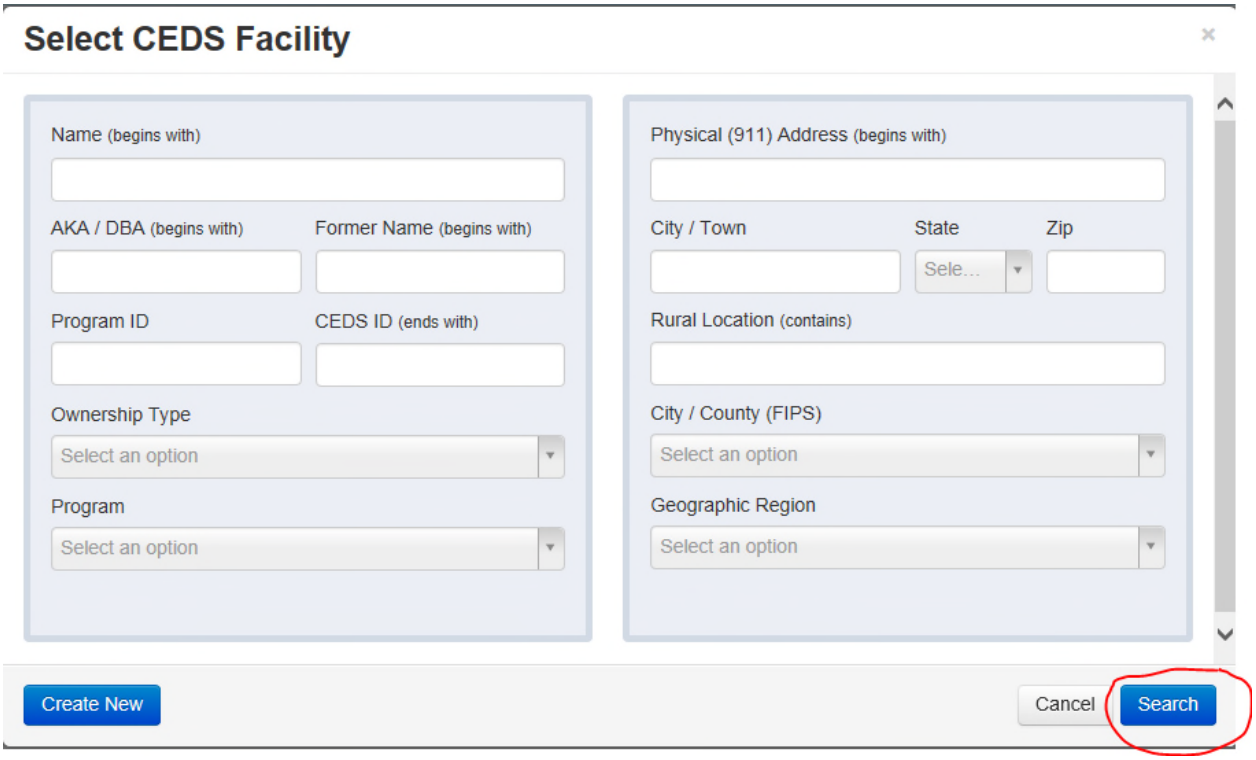
## 4.1 Entering a Core Facility Record into CEDS

Only CEDS Core Users may enter new or modify existing CEDS Core facility data.

At the Tank Facility Search Results screen select the “Create tank facility” button.




In the “Select CEDS Facility” box, query for the CEDS facility (see Section 2.4.1.1).




If any facility matching the search criteria was found to exist in CEDS, one or more facilities will be displayed along with the media which are attached to each. Do one of the following:

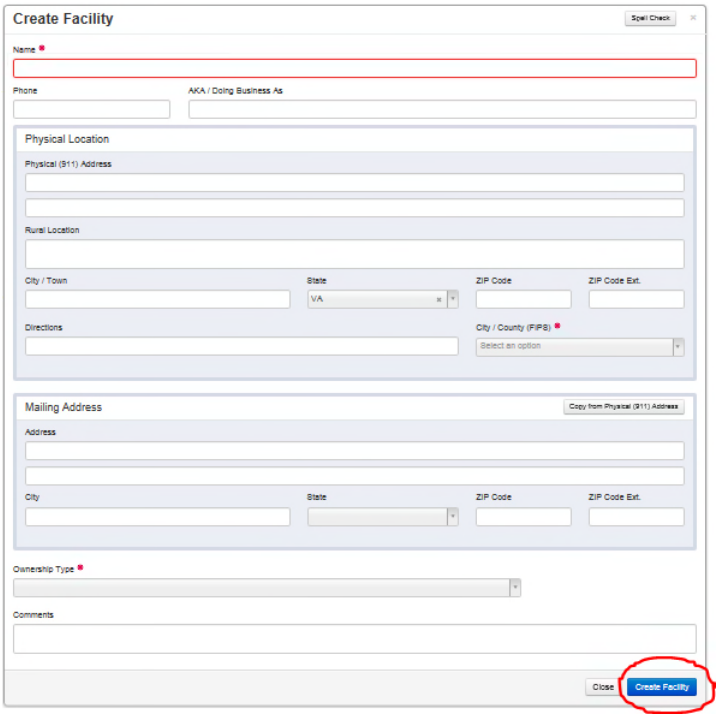
- Select the most appropriate facility by hitting the “Select” button to the right of the desired facility.

- If the desired facility is not displayed OR if the message “No results were found that matched your criteria” is returned, select the “Cancel” button at the bottom right of the box and re query using other criteria.

- If search criteria has been exhausted without finding the facility, select the blue “Create New” button at the bottom left of the box and enter:

    - Name – Name of facility
    - Physical Location
    - Physical (911) Address – do not enter Post Office Box
    - Rural Location (if any is known)
    - City/Town
    - Zip Code
    - FIPS (required and will automatically populate from zip code)
    - Ownership Type (required)

Select the blue “Create Facility” button at bottom right to save.



## 4.2 Entering a Tank Facility into CEDS

**Data Convention**

**CEDS Core Data Entry Rules must be followed when entering data in CEDS Core facility, Contacts, and CEDS Tank Facility except for tank owner records. Tank owner records must match the owner name as it appears on the VA 7530 Form or with the State Corporation Commission.**

In the Create Tank Facility box, the Registered Facility Name, the CEDS Facility Name and address fields from the selected or created CEDS Facility will be populated. Add or edit:

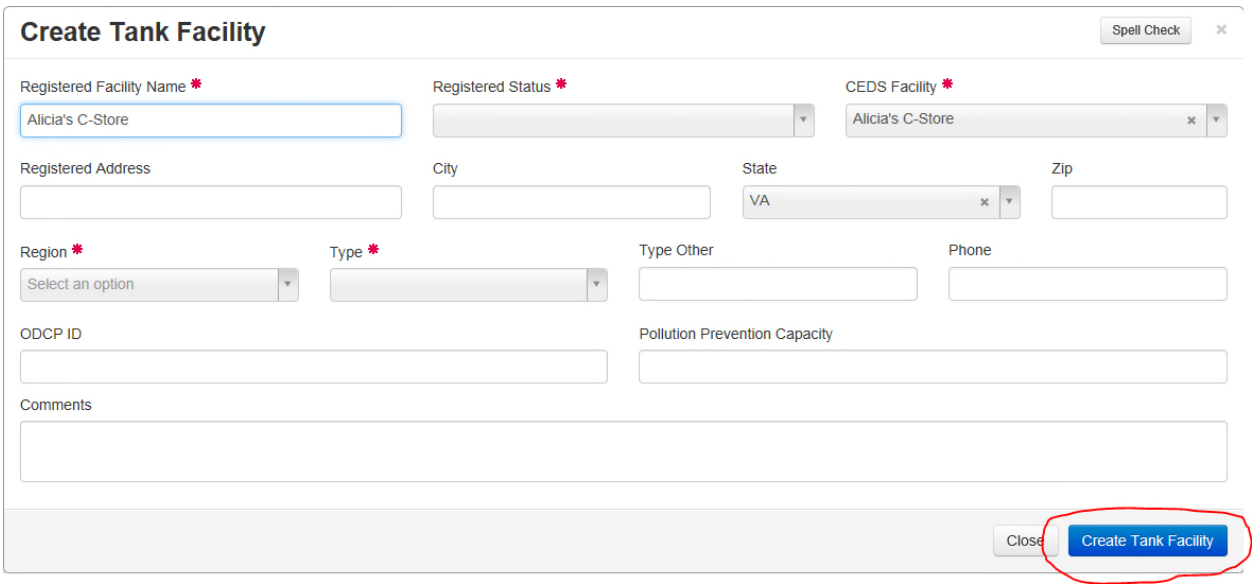
- Registered Facility Name (required).
- Registered Status (required - Registered or Inspected but not Registered).
- Region (required).
- Type of facility (required) – select the appropriate option from the LOV.

**Data Convention**

**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. Convenience Stores or C-stores are Gas Stations.**

- Type Other – enter a description if the Type of facility is "Other".
- Facility Phone – enter phone number of facility if known.
- ODCP ID – enter the assigned ODCP ID for AST Facilities over 25000 gallons capacity.
- Pollution Prevention Capacity – enter the aggregate tank capacity for facilities over 25000 gallons if available.
- Comments – this field is for miscellaneous information regarding the facility.

Select the blue "Create Tank Facility" button at the bottom right of the box.

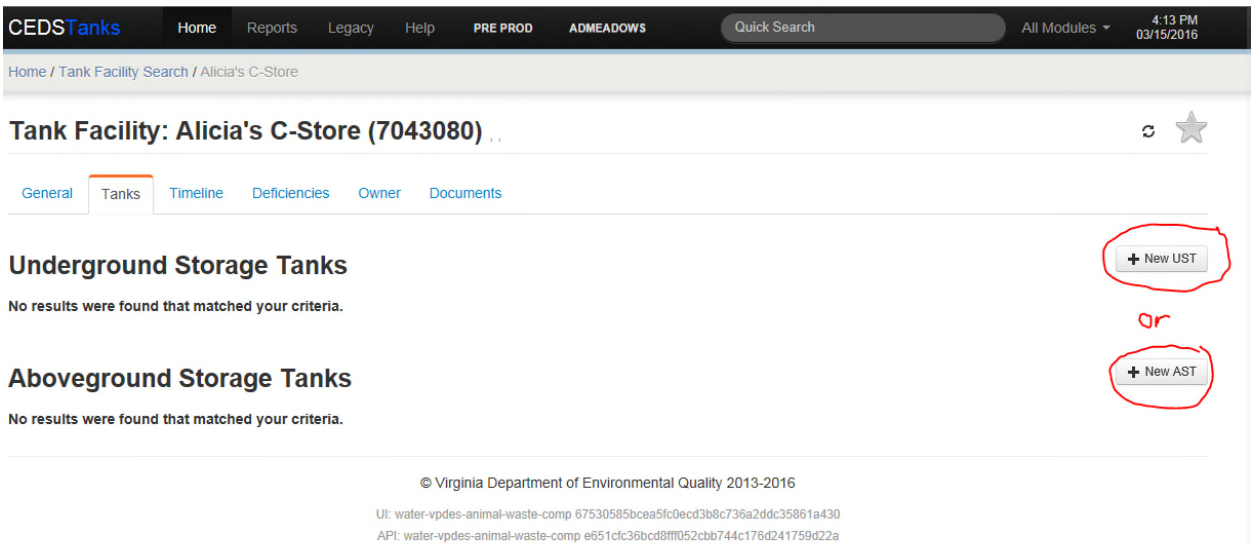



## 4.3 Entering a New Tank Record

At the Tank Facility screen, select the "Tanks" tab and do one of the following:

- If the tank being entered is a UST, the select the "+ New UST" button located to the right of Underground Storage Tanks.

- If the tank being entered is an AST, the select the "+ New AST" button located to the right of Aboveground Storage Tanks.

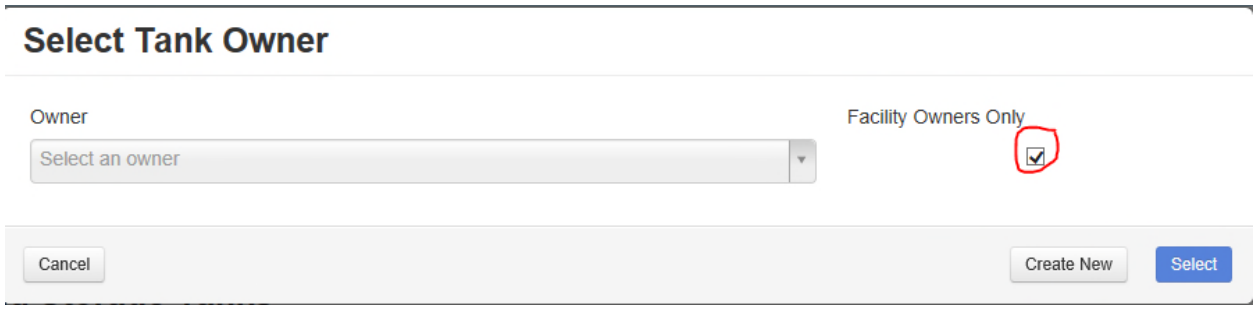


### 4.3.1 Selecting a Tank Owner

- Select the LOV button under Owner.

- If the owner is listed, highlight it with the mouse and click on the blue "Select" button in the lower right corner of the box, or

- If no matches are found, uncheck the box to the right under Facility Owners Only. If this is a new facility there will not be any existing facility owners to choose from. Begin to type in the owner name until it comes up as a choice to highlight and select the blue "Select" button.



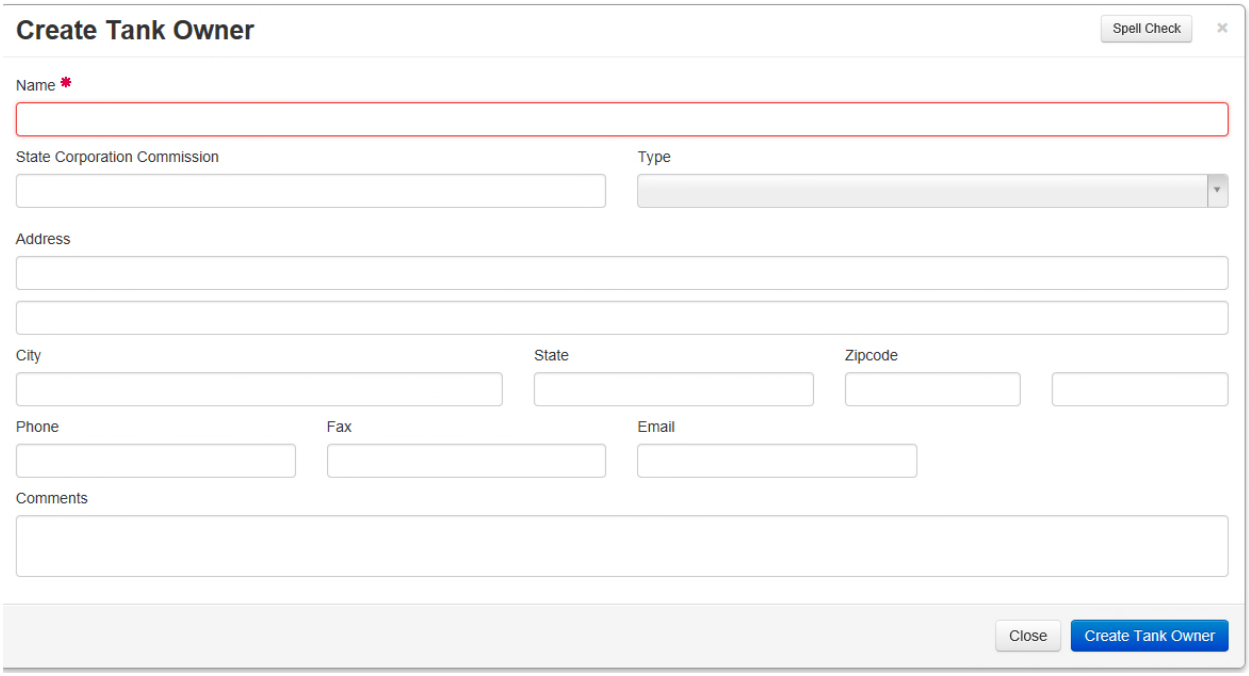

If the message "No matches found" appears, select the "Create New" button.

### 4.3.2 Creating a New Tank Owner

All users should be able to create a new tank owner. In the Create Tank Owner box enter:

- Owner name
- State Corporation Commission – for use by Office of Financial Assurance
- Type of owner
- Owner address
- City
- State – enter state abbreviations
- Zip code
- Zip code ext – if available
- Owner phone number
- Owner fax number
- Owner email

Select the blue "Create Tank Owner" button at the lower right corner of the box.




### 4.3.3 Creating a New Tank

If creating a new UST record follow Section 4.3.3.1 or

If creating a new AST record follow Section 4.3.3.2.

#### 4.3.3.1 *Creating a New UST Record*

In the Create Tank box enter:

- Tank Number – enter the number the owner has assigned the tank or assign a tank number following the guidelines outlined in Section 4.5.1.

- Verification Source – select the appropriate choice from the LOV list.

| Data Convention |
| --- |
| **"Reg" must be used if entering from a 7530. "Ins" must be used if entering from an inspection.** |

- Federally Regulated – select the radio button "Yes" if the UST is Federally Regulated.

- Status – select the desired option from the LOV list.

- Install Date – enter if available on the form[1].

- Capacity - enter tank capacity.

- Inert Material – If Tank Status is "Closed in Ground", enter the inert material description in the Inert Material field.

| **Data Convention** |
| --- |
| **The inert material used in the tank must be on the form or noted someplace in the assessment for a tank status to reflect "closed in ground". Otherwise, the tank status would be reflected as "permanently out of use".** |

- Contents – select the appropriate choice from the LOV list.

- Other Contents – enter description if Contents is one of the following:
  - Hazard
  - Mixture
  - Other

If the UST on the form is closed, continue to the next subsection. Otherwise, select the blue "Create Tank" button at the lower right corner of the box.

This will return the user to the Tank Details screen.

#### 4.3.3.1.1 Tank Closure Information - UST

- Date Last Used – enter one of the following:

[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.

- If Status is “Temporarily out of Use”, enter the date last used, or
- If Tank Status is either “Permanently out of Service” or “Removed”, enter the date last used. If the information was not filled out on the 7530, enter the date closed.

- Date Closed – enter the date the tank was actually closed in ground, removed from ground, or dismantled. If the information was not filled out on the 7530, enter the date last used.

  **Note:** If neither date has been completed on the form, find the date(s) in the closure assessment.

- Date Closure Received – enter the date the **complete** closure assessment was received. This field must remain blank if a complete closure assessment was not received.

- Site Assessment Completed – select Yes or No from the dropdown list.

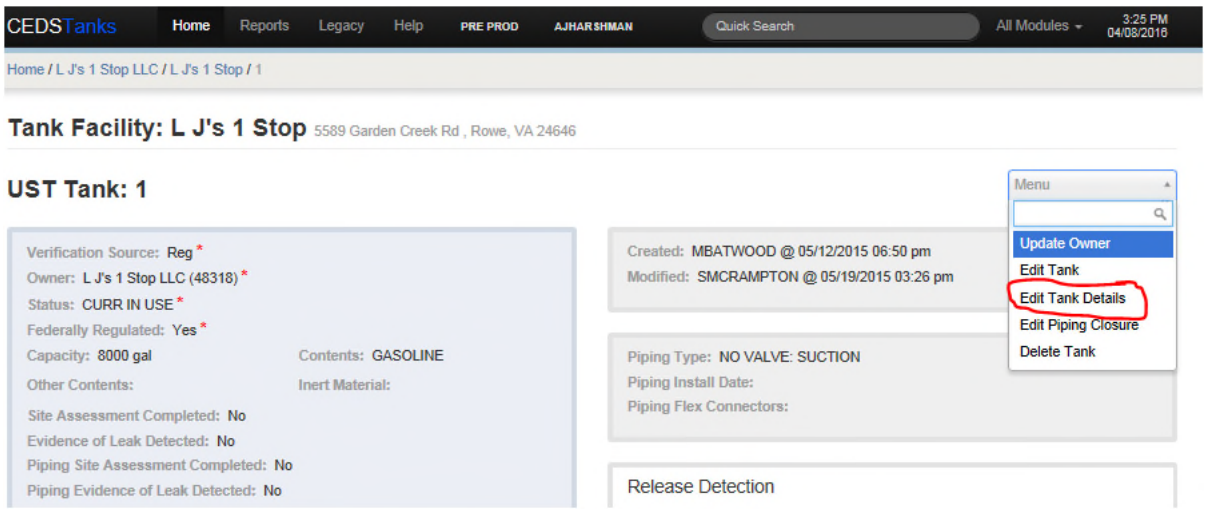
- Evidence of Leak Detected – select Yes or No from the dropdown list.

- Date Tank Properly Closed – Enter the date that DEQ staff determined that the closure assessment was complete.

Select the blue “Create Tank” button at the lower right corner of the box. The Tank Details Screen will appear so that the tank details may be edited.

#### 4.3.3.1.2 Tank Details – UST

Select “Edit Tank Details” from the Menu LOV located to the right of the Tank Number.




In the Edit Underground Storage Tank Details Screen complete the following if the information was completed on the 7530.

- Tank Material – check the appropriate checkboxes.
- Piping Material – check the appropriate checkboxes.
- Piping Type
  - Piping Install Date – enter date of piping installation.
  - Piping Type - select the desired option from the LOV list.
  - Piping Flex Connectors - select the desired option from the LOV list.
  - Specify other Flex Connector – enter description if Piping Flex Connectors is Other.
- Tank Release Detection – check the appropriate checkboxes.
- Piping Release Detection – check the appropriate checkboxes.
- Devices Installed
  - Overfill Type – select the desired option from the LOV list.
  - Overfill Device Installed – select Yes or No from the dropdown list.
  - If Other, please specify – enter description of Overfill device.
  - Spill Device Installed - select Yes or No from the dropdown list.
- Testing – information entered from inspections.

Select the blue “Save Changes” button at the lower right corner of the box.

This will return the user to the Tank Details Screen.

#### 4.3.3.1.3 Piping Closure – UST

Select “Edit Piping Closure” from the Menu LOV located to the right of the UST Tank: Tank Number.

In the Create Underground Tank Piping Closure box complete the following if the information was completed on the 7530:

- Piping Date Closed – enter date piping closed. If the information was not provided on the 7530, enter the date the piping was last used. If neither has been filled out, find the date in the closure assessment.

- Piping Date Closure Received - enter the date the complete piping closure assessment was received.

- Piping Site Assessment Completed – select Yes or No.

- Piping Evidence of Leak Detected - select Yes or No.

Select the blue “Create Underground Tank Piping Closure” button at the lower right corner of the box.

This will return the user to the Tank Detail Screen.

### 4.3.3.2 *Creating a New AST Record*

In the Create Tank box enter:

- Tank Number – enter the number the owner has assigned the tank or assign a tank number following the guidelines outlined in Section 4.5.1.

- Verification Source – select the appropriate choice from the LOV list, “Reg” if entering from a 7540.

- Status – select the appropriate choice from the LOV list.

- Install Date – enter if available on the form[2].

- Capacity - enter tank capacity.

- Tank in Use – select the appropriate choice from the LOV list if necessary.

- Contents – select the appropriate choice from the LOV list.

- Other Contents – enter description if Contents is one of the following:

  - Hazard
  - Mixture
  - Other

If the AST on the form is closed, continue to the next subsection. Otherwise, select the blue "Create Tank" button at the lower right corner of the box.

This will return the user to the Tank Details screen.

#### 4.3.3.2.1 Tank Closure Information - AST

- Date Closed – enter the date closed. If the information was not filled out on the 7540, enter the date last used.

  **Note:** If neither date has been completed on the form, find the date(s) in the closure assessment.

- Date Closure Received – enter the date the 7540 was received.

- Site Assessment Completed – select Yes or No from the dropdown list.

- Evidence of Leak Detected – select Yes or No from the dropdown list.

Select the blue "Create Tank" button at the lower right corner of the box.

This will return the user to the Tank Details screen.

[2] See footnote 1.

#### 4.3.3.2.2 Tank Details - AST

Select “Edit Tank Details” from the Menu LOV located to the right of Tank Number.

In the Edit Aboveground Storage Tank Details screen complete the following if the information is completed on the 7540:

- Tank Material – check the appropriate checkboxes.
- Piping Material – check the appropriate checkboxes.
- Tank Type – check the appropriate checkboxes.
- Piping Type – check the appropriate checkboxes.
    - Type of Piping – make the desired selection from the LOV list.
- Foundation – check the appropriate checkboxes.
- Roofing – check the appropriate checkboxes.
- Containment – check the appropriate checkboxes.
- Release Prevention – check the appropriate checkboxes.
- Tank Release Detection – check the appropriate checkboxes.
- Piping Release Detection – check the appropriate checkboxes.

Select the blue “Save Changes” button at the lower right corner of the box.

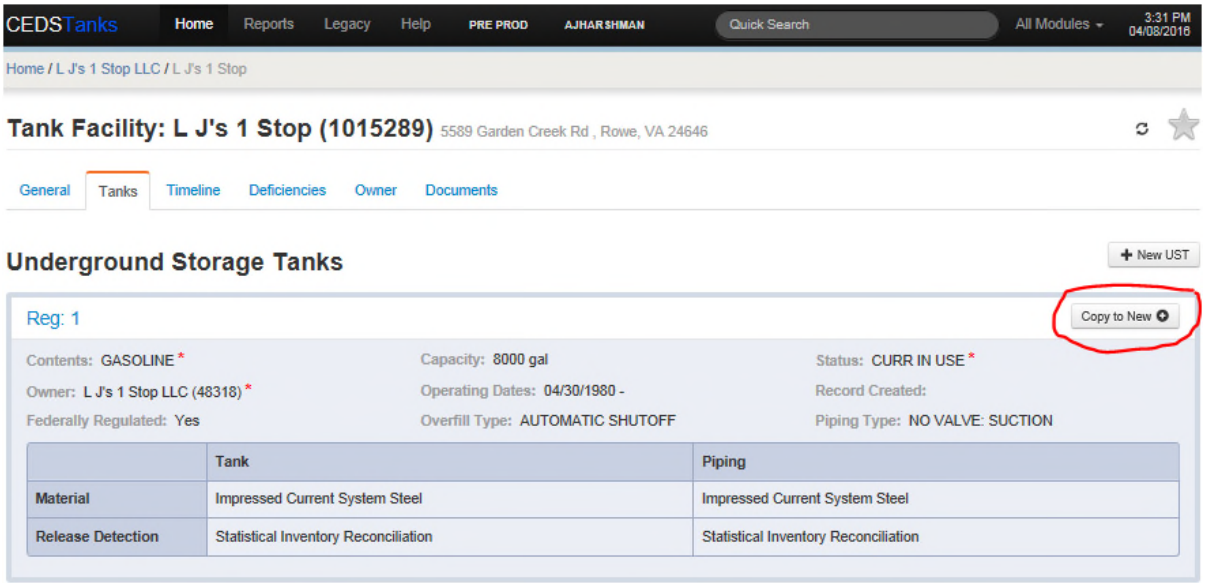
This will return the user to the Tank Details Screen.

## 4.4 Duplicating a Tank Record

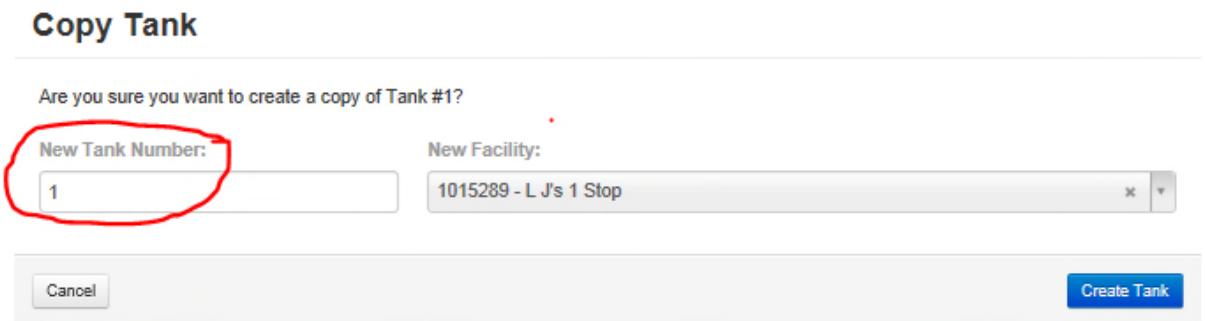
If more than one tank is being entered that have the same or similar descriptions, use the tank that was entered to copy and make adjustments instead of recreating similar information.

Navigate to the “Tanks” tab:

- Select the button “Copy to New” to the right of the tank number that is being copied.




- In the Copy Tank box, edit New Tank Number to the desired Tank Number.




Select the blue “Create Tank” button in the lower right.

This will return to the UST or AST Tank Details Screen.

### 4.4.1 Edit Tank

If there are any differences other than tank number in the basic tank information:

- Select “Edit Tank” from the Menu LOV located to the right of the Tank Number in the Tank Details Screen.
- In the Edit Tank box select edit.
- In the Edit Tank Screen make any necessary changes.

Select the blue “Save Changes” button at the bottom right.

This will return the user to the UST or AST Tank Details Screen.

### 4.4.2 Edit Tank Details

If there are any differences in tank/piping materials, release detection or other information make any necessary changes following Section 4.3.3.1.2 for UST Tanks and Section 4.3.3.2.2 for AST Tanks.

Return to the Tank Facility screen Tanks tab and repeat for each tank on the form.

## 4.5 Conventions

### 4.5.1 Tank Numbering Conventions

Historically, Tank Numbers assigned by the owner are used in the database, although in some cases the owner will not refer to this number again.

If the owner did not assign a tank number the following conventions apply:

Designate the first tank as 1. If entering more than one, designate the next as 2 etc. These numbers are not changed even if another form is submitted which places them in a different order from the previous form.

If the set of tanks that was initially registered are closed or removed, then the newly installed set of tanks may be numbered starting with the numbers used on the closed or removed tanks (i.e., 1, 2, etc.). If newly installed tanks are added at a facility where other tanks are already registered then they are numbered sequentially beginning with the next available number.

For example, if a facility initially contains three registered tanks (numbered 1-3) and those tanks are later removed and replaced with three newer tanks, then the three newer tanks will be numbered 1-3. (The next bullet addresses numbering of removed tanks.)

In contrast, if a facility initially contains three registered tanks (numbered 1-3) and three additional tanks are installed at the facility, the three newer tanks will be numbered 4-6.

If the USTs are removed, place an "R" before the tank number. If there is already a set of removed tanks using "R" as the first designator, use "RA" for the second set, "RB" for the third set, etc. If the tanks have a designation other than 1,2,3 etc. an "R" should be used only in the cases where the tank designation is used again by the owner for a new installation. An example of this would be at a military facility.

If the USTs are properly closed in ground, place a "G" before the tank number[3]. Normally there will not be sets of in ground tank closures, but if there is more than one and they are associated with different "sets" of removed tanks, it should also receive the "A" or "B" etc. tank designation of the set with which it was closed. If the tanks have a designation assigned by the owner or by the user other than 1,2,3 etc. a "G" should only be used in the cases where the tank designation is used again by the owner for a new installation as in the example of a military facility.

If the ASTs are dismantled, a "D" may be used if the tank number(s) is being reissued.

If the ASTs are closed in place, a "P" may be used if the tank number(s) is being reissued

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".

[3] For tanks left in place and considered closed according to the closure standards in place prior to 12/22/88, the database does not reflect a "G." Rather, these tanks simply retain their number designation. "G" is used for tanks that have been reported as closed in the ground and filled with an inert substance. Therefore, for tanks that show closed in ground as the status, but are not numbered with a "G," Regional Inspection staff may wish to verify that the tank is still present at the site and if so, that the closure was consistent with regulatory requirements.

If there is an identifier that is more descriptive of the tank, such as building number or name, incorporate that into the identifier in some manner. For example, a country club may have tanks at the Pro Shop, maintenance shed and golf course. Tanks at the Pro Shop may be numbered "Proshop-1" and "Proshop-2." Tanks at the maintenance shed may be numbered "Maint-1" and "Maint-2." Tanks at the golf course may be numbered "GC-1," etc. Identifier abbreviations used for a facility should be consistent.

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").

### 4.5.2 Date Conventions

There are times when the owner does not put a complete date (month, day and year) on the facility registration form. In these instances the following conventions apply:

If only the month and year is completed, enter the 1st day of that month (--/1/--) with the following exceptions:

If 12/88 is given for the date the UST was last used, enter 12/23/88[4]. If on the same form 12/88 is given for the date closed, enter 12/23/88.

If 10/89 is given for the date the UST was last used, enter 10/26/89[5]. If on the same form 10/89 is given for the date closed, enter 10/26/89.

If only the year is completed, enter the 1st day of that year (1/1/--).

If the season of a year is given enter the 1st day of January for winter, April for spring, July for summer, and October for fall of the given year with the following exceptions:

If winter 89 is given, enter 12-23-88[6].

If fall 89 is given, enter 10-26-89[7].

---

[4] This assumes the UST closure occurred after the Federal Regulations took effect.

[5] This assumes the UST closure occurred after the State Regulations took effect.

[6] See footnote 4.

When the owner puts “before a given year” (e.g., “before 1990” or “pre 90”), enter the last day of the year before (12/31/89).

When the owner puts “before a given month and year”, enter the last day of the month before.

When the owner puts “before a given date”, enter the day before.

If the owner puts “between a couple of years”, enter the 1st day of the year that is closest to the middle.

If the owner puts a decade (40’s, 50’s etc), enter the 1st day of the year of that decade. If the 80’s is given for the date an UST was last used, enter 10/26/89[8].

If the owner puts early decade (e.g., “early 60’s”), enter the 1st day of the 2nd year of that decade (1/1/62).

If the owner puts mid decade (e.g., “mid 60’s”), enter the 1st day of the 5th year of that decade (1/1/65).

If the owner puts late decade (e.g., “late 60’s”), enter the 1st day of the 8th year of that decade (1/1/68). If the late 80’s is given for the date an UST was last used, enter 10/26/89[9].

## 4.6 Creating a Tank Contact Record in CEDS

Select the Owner tab on the Tank Facility screen and click on Active Owners. Create a tank contact record for an existing CEDS Tanks owner by following the instructions below.

### 4.6.1 Entering Owner Contact Information

Under Active Owners, select the Owner Name.

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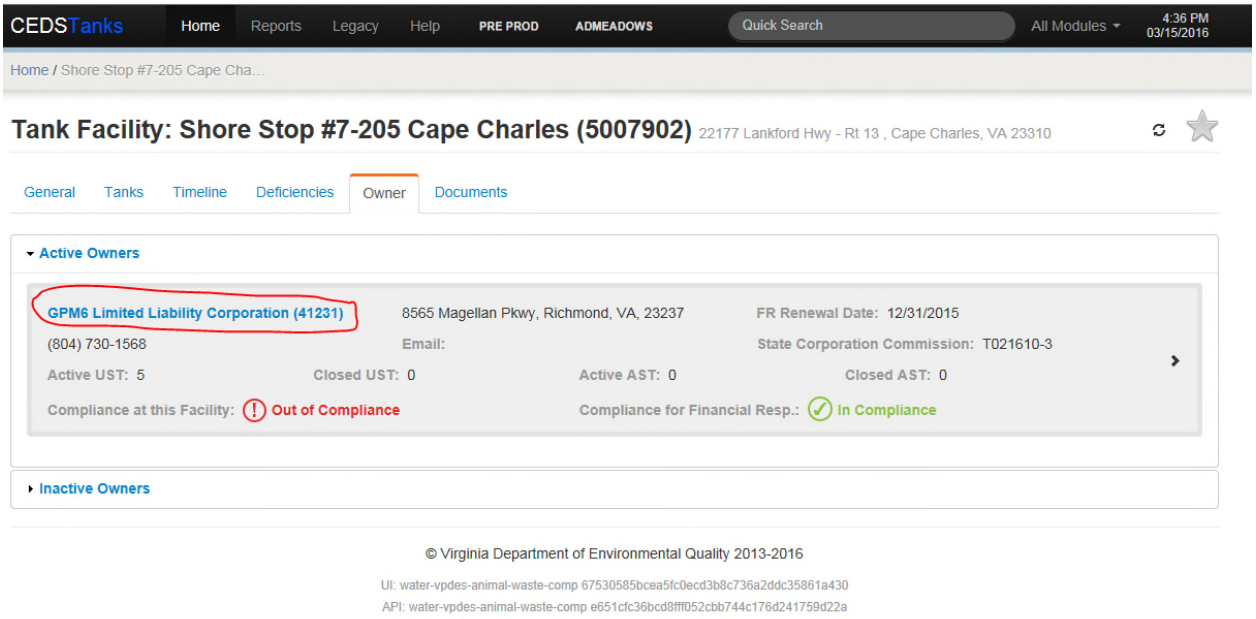
[7] See footnote 5.

[8] See footnote 5.

[9] See footnote 5.




#### 4.6.1.1 *Selecting an Owner Contact*

Follow the steps in the Section 4.6.1.3.

#### 4.6.1.2 *Creating an Owner Contact*

Follow the step in Section 4.6.1.5.

#### 4.6.1.3 *Selecting a Contact*

If searching for an owner contact, select the “Add Existing” button to the right of Contacts.

CEDSTanks | Home | Reports | Legacy | Help | PRE PROD | ADMEADOWS | Quick Search | All Modules | 4:37 PM 03/15/2016

Home / Shore Stop #7-205 Cape Cha... / GPM6 Limited Liability Corpor...

## Tank Owner: GPM6 Limited Liability Corporation (41231) 8565 Magellan Pkwy Suite 400, Richmond, VA 23237

General | Financial Responsibility

### Owner

Edit

**GPM6 Limited Liability Corporation** *
8565 Magellan Pkwy
Suite 400
Richmond, VA 23237

Type: COMMERCIAL
Active USTs: 99
UST FR Compliance: No
Facilities: 25
Comments: JQB

ID: 41231 *
Phone: (804) 730-1568
Email:
State Corporation Commission: T021610-3
Active ASTs: 0
AST FR Compliance: Not Required

*view facilities and tanks related to owner by selecting the financial responsibility tab

### Contacts

Add Existing | Create New

| Name | Contact Info | Purposes |
|---|---|---|
| **Rolfe Lann**<br>Both - Corporate Environmental Manager<br>Fas Mart | 8565 Magellan Pkwy Ste 400<br>Richmond, VA 23227<br>P: (800) 621-1013<br>E: rlann@gpminvestments.com | • Petroleum Tanks Contact<br>• Petroleum Remediation RP Contact<br>Remove \| Purposes \| Edit |
| **Rolfe Lann**<br>UST - Environmental Manager<br>GPM3 | 8565 Magellan Parkway<br>Suite 400<br>Richmond, VA 23227<br>P: (804) 730-1568<br>E: rlann@gpminvestments.com | • Petroleum Tanks Contact<br>Remove \| Purposes \| Edit |

### AST FR Events

Add

### UST FR Events

Add

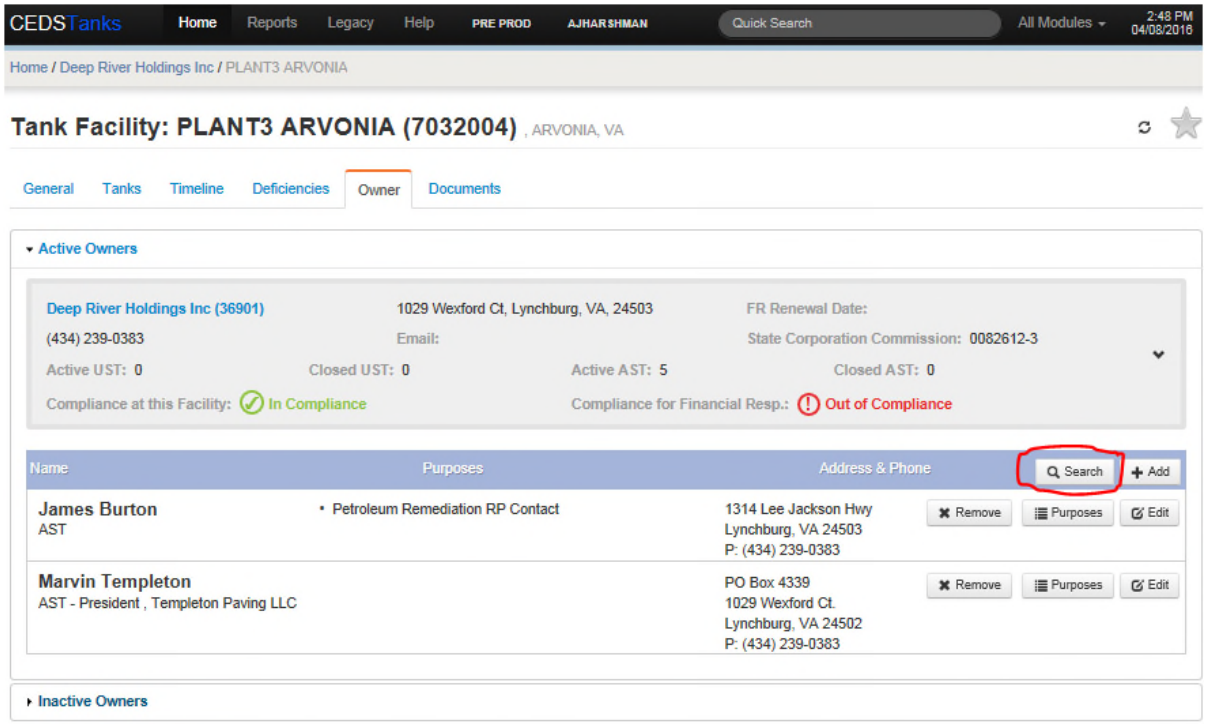
**FR Deficiency Response Due/Received** 10/28/2015
Sent e-mail to owner and insurance contact requesting action regarding discrepancies between DEQ tank info and insurance tank schedule info. JQB
Edit

**FR deficiency letter sent** 08/28/2015
Sent e-mail to owner and insurance contact requesting action regarding discrepancies between DEQ tank info and insurance tank schedule info. JQB
Edit

**FR Deficiency Response Due/Received** 08/28/2015
Sending e-mail requesting 2015/2016 insurance documentation. JQB 09/28/2015
Edit

**FR deficiency letter sent** 08/26/2015
Sending e-mail requesting 2015/2016 insurance documentation. JQB
Edit

If searching for a facility contact Select the “Search” button.




Search for the contact by doing the following:

In the Add Tank contact box that appears, select the Tank Type (UST, AST or Both) in the lower right corner of the box.

Query on the Last Name and/or First Name field and select the blue “Search” button.

- If any matches are found, browse the results and make the desired selection, returning to the owner tab with the contact fields populated. Follow the next Section to update the record.

- If a match was not found, select the “cancel” button. Enter a new owner contact by following Section 4.6.1.5.

### 4.6.1.4 *Editing a Contact*

Update the contact record with the most current information by selecting “Edit” button to the far right of the contact name.

- In the Edit Tank contact box:

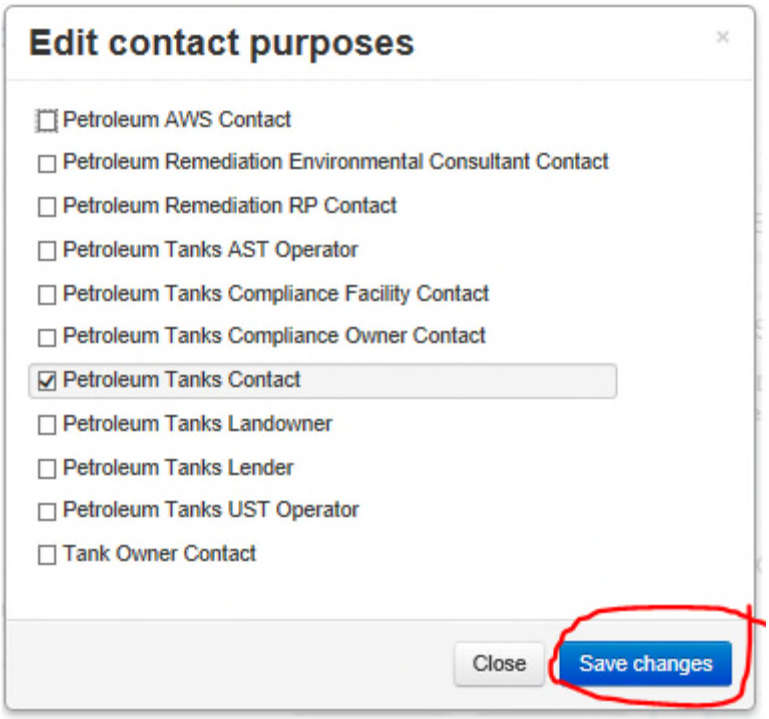
- Select Edit, update necessary fields, and select the blue “Save changes” button to return to Tank Owner and Contacts or Facility Contacts.

- If changing contact type select type and change type.

- Select the “Purposes” button to Add (or edit) a purpose:

  - In the Edit contact purposes box check:

    - Tank Owner Contact if editing an owner contact.
    - Petroleum Tanks Contact if editing a facility contact.
    - Tanks AST Operator if editing a facility AST operator.

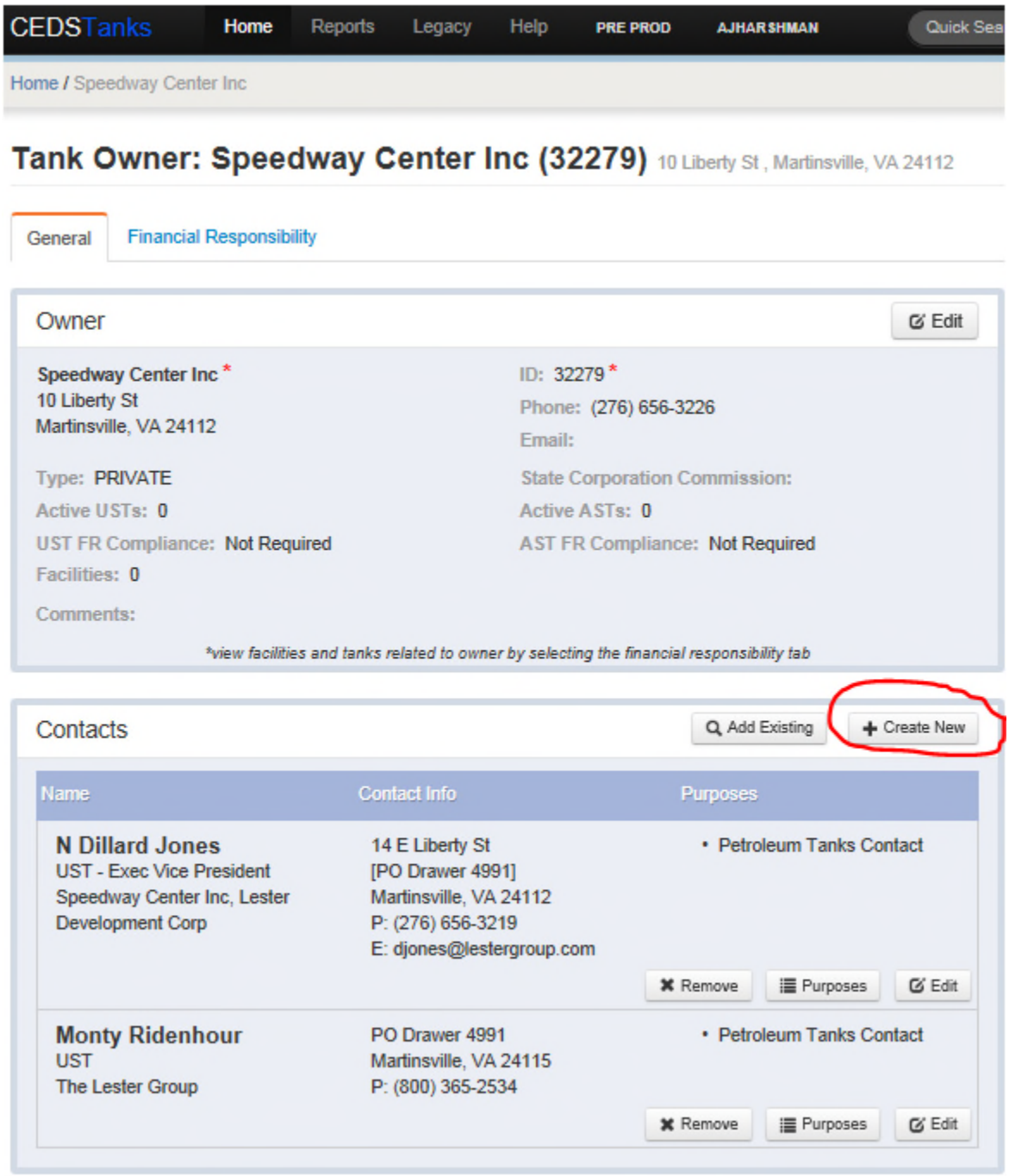



  - Select the blue “Save changes” button in the lower right corner of the box.

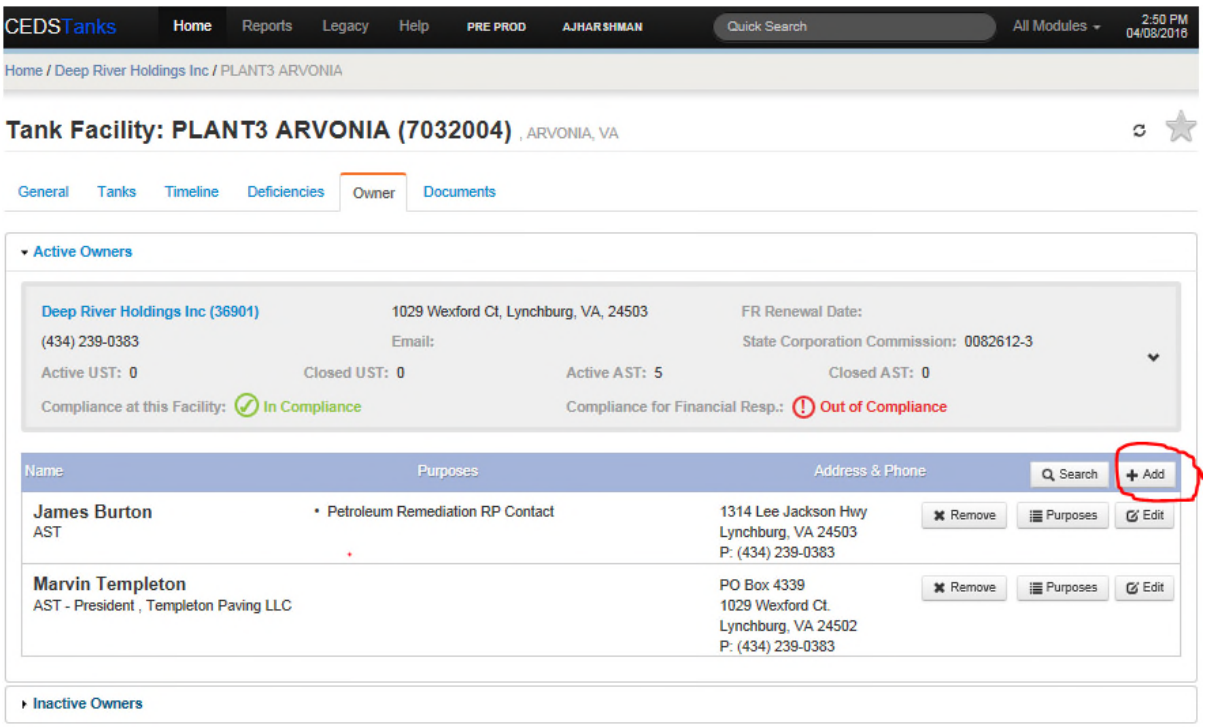
Select the Facility Name in the breadcrumbs to return to Tanks Facility.

#### 4.6.1.5 *Creating a New Contact*

If creating a new owner contact, select the “Create New” button to the far right of Contacts.




If creating a new facility contact, select the “+Add” button.




In the Create Tank contact box that appears select the Tank Type (UST, AST or Both) in the lower right corner of the box.

In the Create Contact screen enter the following fields if available in the form:

- First Name
- Middle initial
- Last Name
- Suffix (i.e., Jr, Sr, Esq, II etc.)
- Title
- Address:
  - Address
  - City
  - State
  - Zip
- Contact info:
  - Email if available
  - Primary (phone)
  - Ext if available
  - Fax

Select the blue “Create Contact” button in the lower right corner.  The owner tab will display with the contact fields populated.

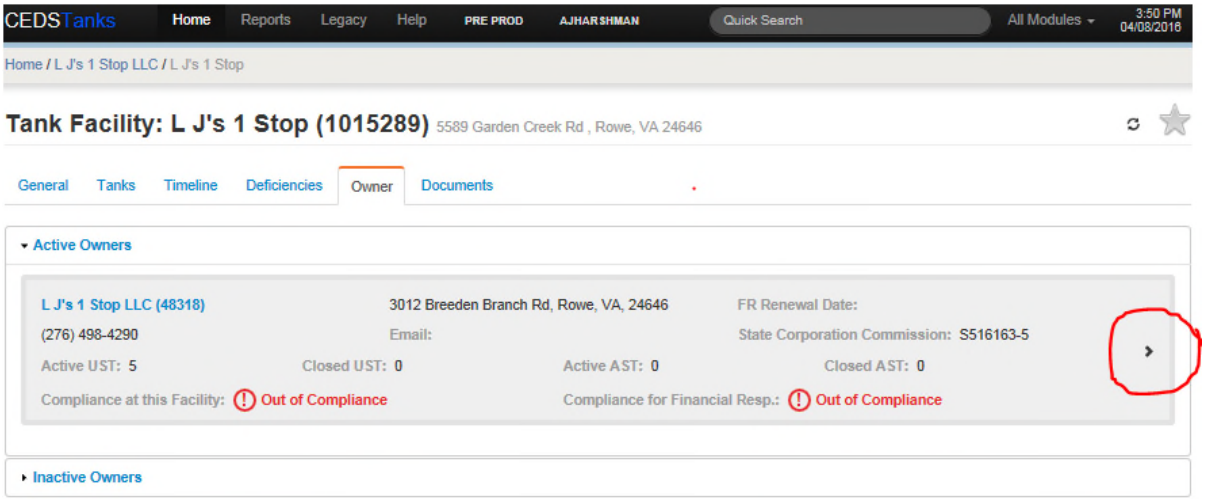
Add a contact purpose by selecting the “Purposes” button.

- In the Edit contact purposes box check:
  - Tank Owner Contact if the contact is an owner contact
  - Petroleum Tanks Contact if the contact as a facility contact
  - Tanks AST Operator if the contact is the facility AST operator
- Select the blue “Save changes” button in the lower right corner of the box.

Select the Facility Name in the breadcrumbs to return to Tanks Facility.

### 4.6.2 Entering Facility Contact Information

Select the Owner tab on the Tank Facility screen.  Under Active Owners (or Inactive Owners) in the owner box, select the arrow to the far right.




A line will appear under the owner box with Name, Purposes, Address & Phone and two buttons.

Search for a contact by following the next section.

#### 4.6.2.1 *Selecting a Facility Contact*

Follow the steps in Section 4.6.13.

If a match was not found, enter a new facility contact following the instructions in the next Section.

#### 4.6.2.2 *Creating a Facility Contact*

Follow the steps in Section 4.6.15.

Select the Facility Name in the breadcrumbs to return to Tanks Facility.

### 4.6.3 Entering AST Operator Information

Follow the steps in Section 4.6.2.

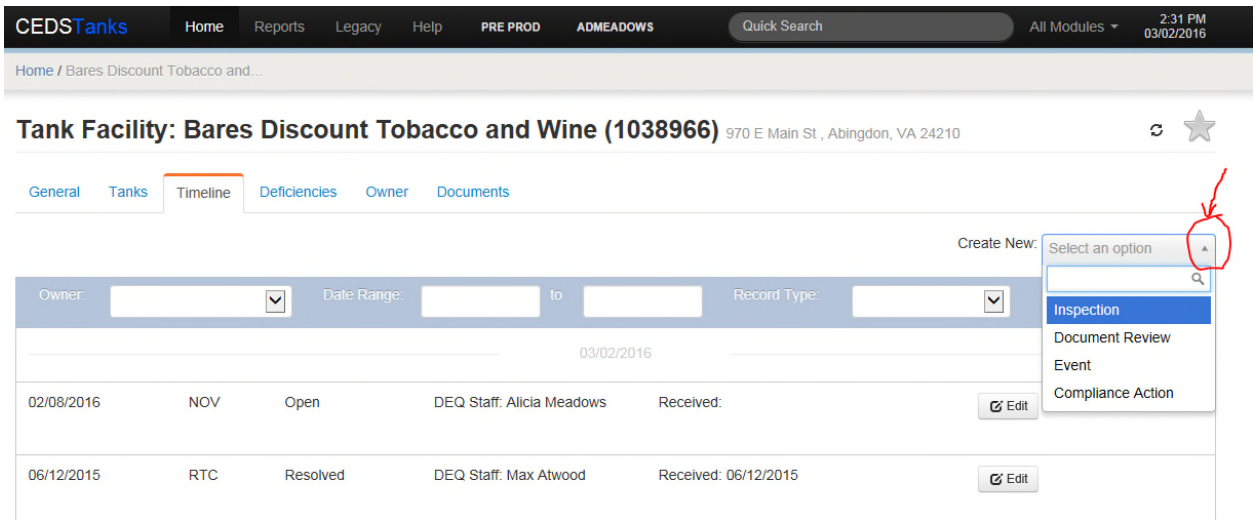
## 4.7 Create an Inspection/Document Review

Inspections and document reviews are treated the same in CEDS Tanks so the same procedures apply to both. However, only inspections may be created and uploaded to CEDS from the mobile application.

Steps to create an inspection:

1. Navigate to the timeline.

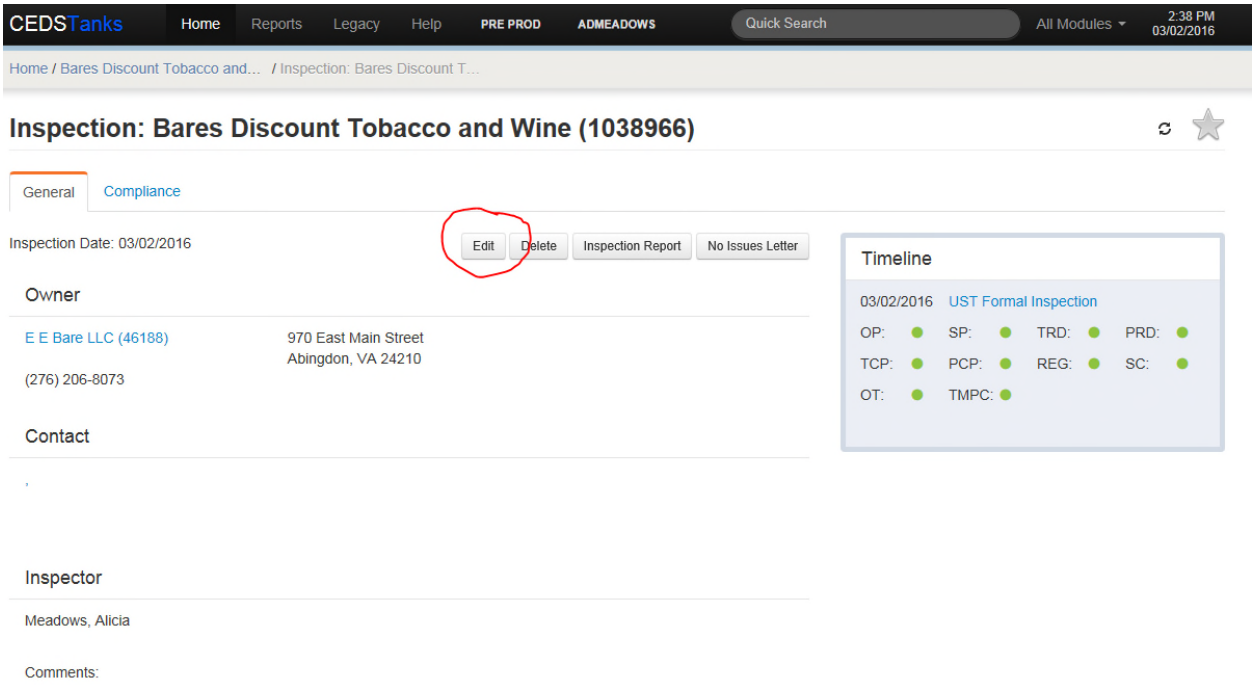
2. Click the arrow next to "Create New" to display the LOV.




3. Choose Inspection or Document Review. The "Create Tank Inspection" screen should appear.

4. At a minimum, complete the mandatory fields marked by an asterisk and click "Create Tank Inspection". The "Inspection" or "Review" screen will appear.

5. Click the "Edit" button. **You must be in edit mode to enter the inspection details**. If you are not in edit mode while editing compliance tab information, <u>the deficiency details will not be visible.</u>




It will be evident that you are in edit mode because a yellow outlined banner will appear at the top of the screen.

6. **General Tab**-- Edit the inspection information by following these instructions for each item:

   a. **Inspection Date** – Enter the date of the inspection if different from the data entry date.

   b. **Owner** – The owner chosen from the "Create Tank Inspection" screen should appear. The chosen owner may be edited, a new owner linked to the

inspection, or a new owner added to the database from the inspection screen. The instructions and guidelines for editing and creating new tank owners are discussed in Section 4.3.2.

**Note: Editing an owner from the inspection screen edits the actual CEDS owner record, not just the facility record. This change will affect the owner record for all associated facilities. The user should follow the guidelines discussed in Section 6.3 when editing owner records.**

c. **Contact** – The facility contact should be entered by either searching for an existing contact (Search Contact) or linking an existing owner contact to the inspection. If the contact is not linked to the owner, the user will need to exit the inspection by using the breadcrumbs at the top of the screen to navigate to the Tank Facility screen and the Owner tab to add the contact to the owner and facility owner record. The instructions for adding a new contact are discussed in Section 4.6. The user can navigate back to the inspection screen by clicking on "Return to inspection" at the top right of the screen.

d. **Tanks** – Tanks must be associated to the inspection or document review by clicking on the "Select Tanks" button at the bottom of the inspection screen, checking the box associated with each tank and clicking "Save". If tanks are not associated to the inspection, then the system will not display the list of reasons for noncompliance for each compliance category. If a tank exists at the facility that is not displayed on the "Select Tanks" screen, the user must navigate to the tanks tab and edit or create a new tank following the procedures and guidelines discussed in Section 4.3.

7. **Compliance Tab** – The compliance evaluation results should be recorded on the Compliance tab. The default compliance action status is a "green checkmark" that indicates that there are no compliance issues for the category that need to be addressed as a result of the inspection. The "question mark" indicates that the inspector did not verify compliance for that compliance issue or, in the case of inspections conducted by EPA, DEQ does not yet know the compliance status.

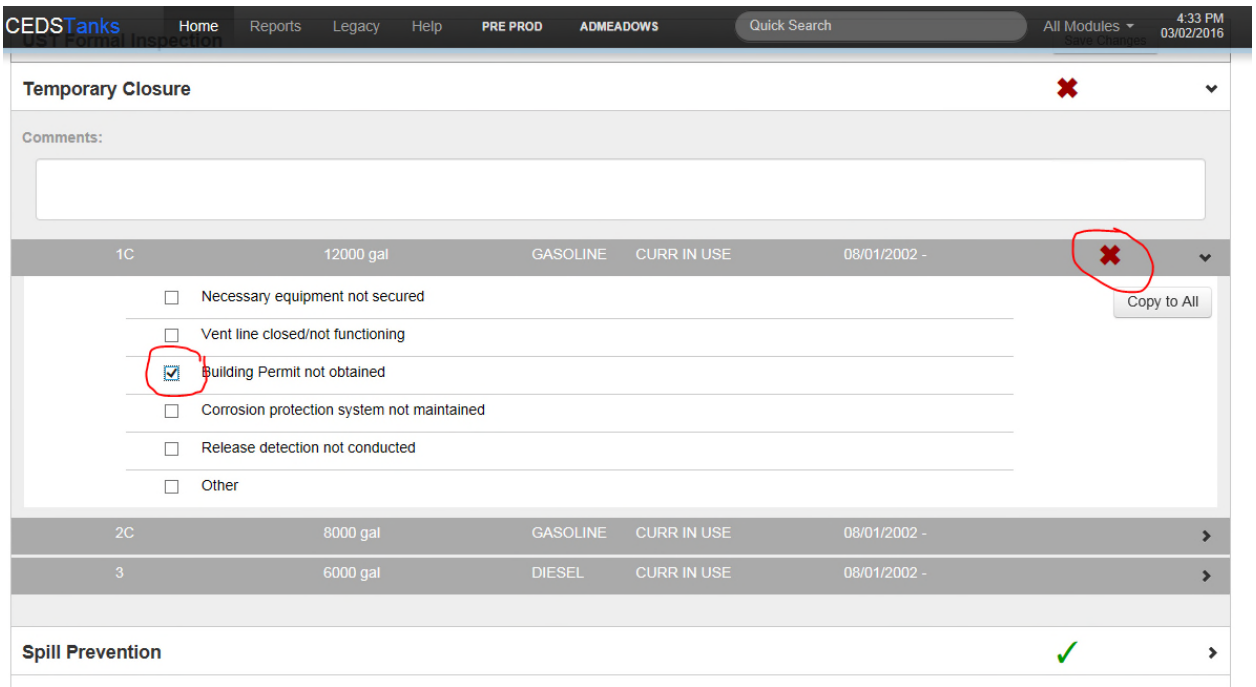
   **In order to create a deficiency that can be tracked on the Deficiencies tab (Section 6.9), the actual deficiency box must be checked.** Simply changing the green checkmark to a "red X" will not associate the deficiency with the inspection. To properly indicate noncompliance:

   - Click the LOV arrow next to the compliance category to show the deficiency boxes.

   - Check the appropriate noncompliance issue(s).

- Then save all the deficiency statuses by clicking “Save Changes” on the inspection screen.

| Data Convention |
| --- |
| **When a tank owner/operator resolves a compliance issue during the time of the inspection, the inspector must indicate non-compliance in CEDS Tanks via the mobile application or manual entry and place a note regarding the resolution in the inspection comments section. When the inspector returns to the office, they may change the deficiency to “resolved” as described in Section 6.9.2.4.** |




8. Return to the General Tab and click the blue “Complete” button to save and complete the inspection or document review record. If the inspection record isn’t visible from the Timeline, click the reload button at the top right hand of the screen to reload the screen.

# 5 Creating Timeline Events

## 5.1 Creating an Event

Select the Timeline tab. To the right of the screen at Create New, select the LOV button and choose Event.

In the Create Event box the Event Manager and Completed Date will be populated with the current user's name and the current date. Add or Edit:

- Anticipated Date, which is the date a form or report is received or which an ODCP is anticipated to be received based on the renewal date.
- Completed Date, which is the date a form or report was entered or reviewed or which an ODCP is approved.
- Select the desired option from the LOV for Description.
- Select the blue "Create Event" button to save and return to timeline.

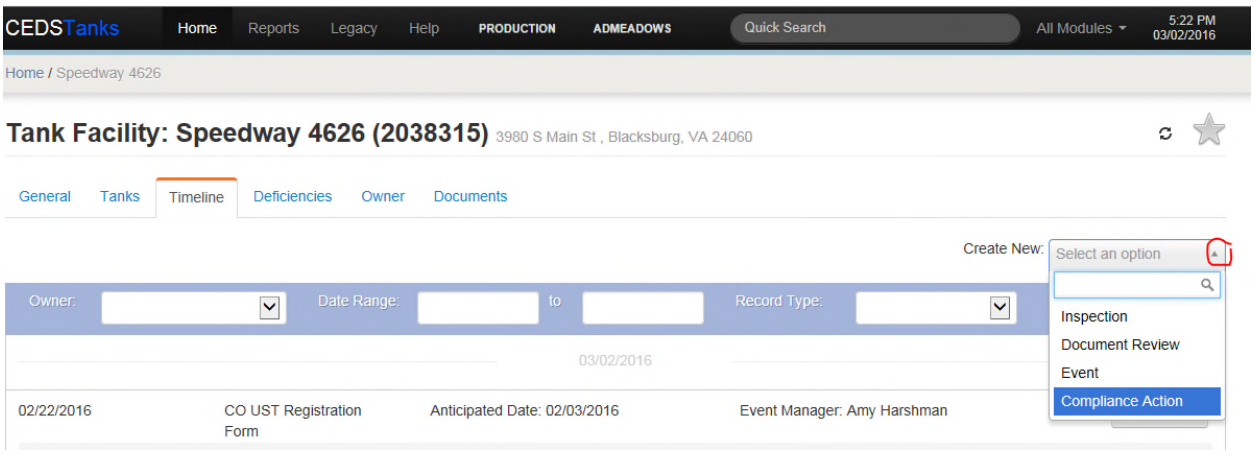
An event will be displayed in Timeline with the information that was entered.

## 5.2 Create a Compliance Action

### 5.2.1 General

Compliance Actions are created from the Timeline Tab.

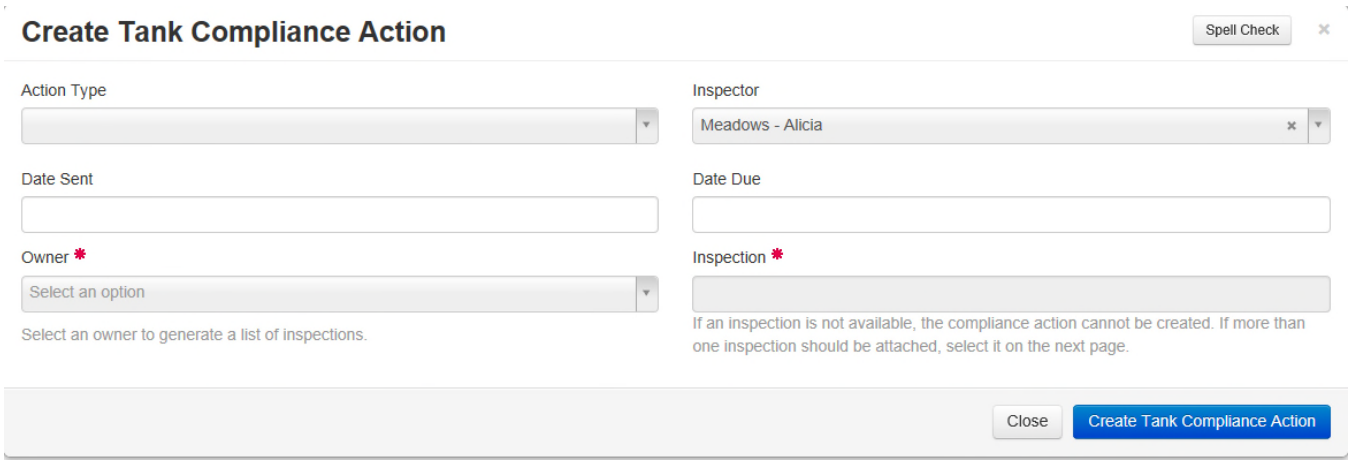
1. Left click the LOV button beside "Create New" and choose "Compliance Action".



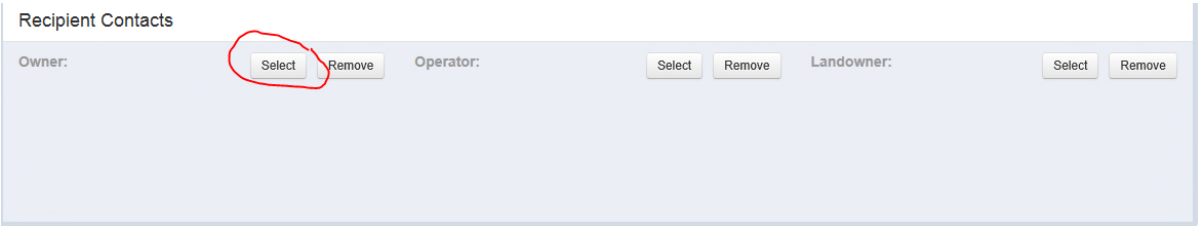

2. The "Create Tank Compliance Action" screen will appear. At a minimum, complete the mandatory fields notated by a red asterisk. An inspection must be associated with the compliance action. Only inspections that contain deficiencies may be associated to compliance actions.

   **Note:** If an inspection exists on the Timeline, but is not an option to choose on the Create Compliance Action window, then no deficiency boxes were checked on the inspection record (Section 4.7).

   If the owner is not the same owner as the owner at the time of the inspection, then a new duplicate inspection should be created for the new owner following the instructions in Section 4.7. Place in the inspection comment field: "duplicate inspection due to ownership change". When all the necessary data has been entered, click "Create Tank Compliance Action" at the bottom right of the window.

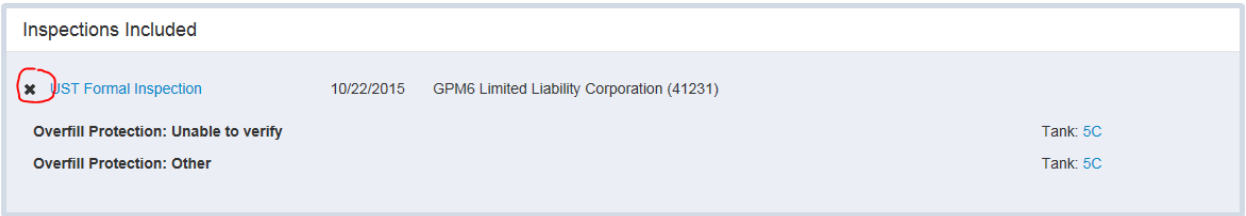


The “Generate Letter” screen should appear after creating the compliance action. Link the recipient contact to the letter by clicking on “Select” beside “Owner”. If the correct owner contact does not appear as a choice, then you must navigate to the owner screen by using the breadcrumbs as described in Section 2.2 and add the contact to the owner. After changing the contact information from the owner screen, navigate back to the “Generate Letter” screen by following the instruction in Section 6.7 and link the contact to the compliance action from the generate letter screen.




3. Then, select the appropriate owner contact.

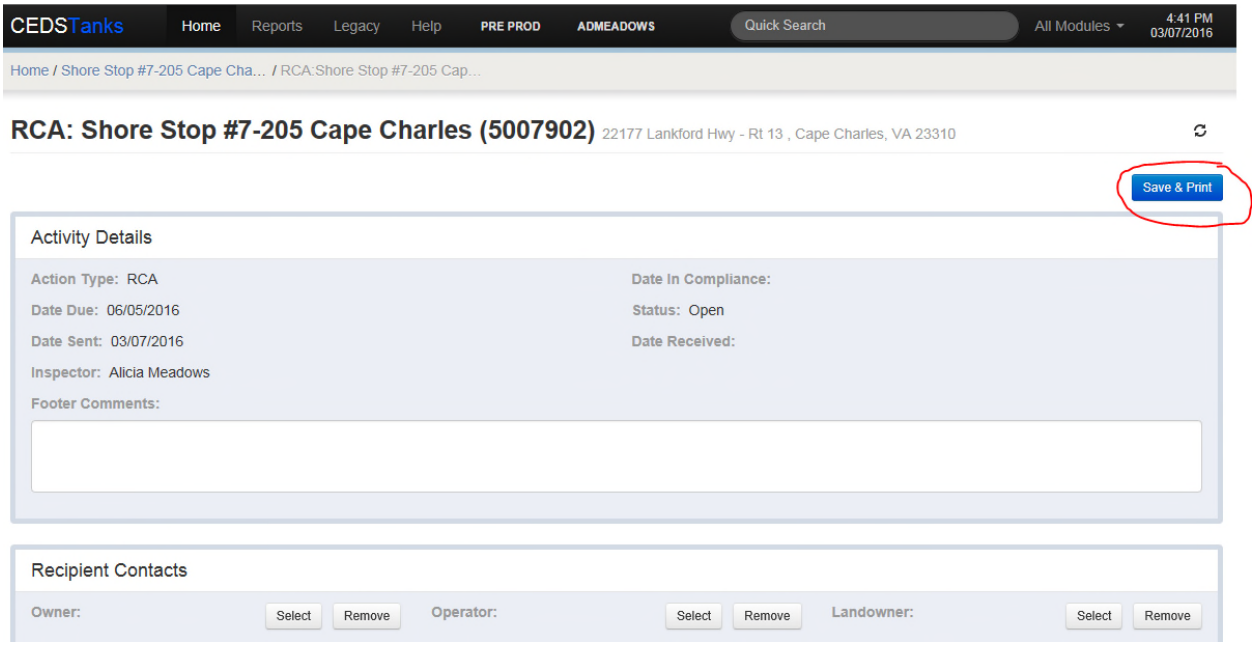
4. Ensure the inspection is linked to the inspection by clicking on the “X” beside the inspection and changing it to a checkmark.




5. Add any necessary comments in the comment fields.

**Note: Certain compliance deficiencies require additional language to be indicated in the comment. This will be obvious because the canned observation language is incomplete.**

6. Click the "Save and Print" at the top right hand corner of the screen.




## 5.3 Automated Compliance Letters

Once a compliance action has been created as described in the preceding section, then an automated letter may be generated after "Save and Print" is clicked. Currently, only UST letters have been automated. Available UST letters include:

- Request for Corrective Action (RCA)
- Warning Letter (WL)
- Notice of Violation (NOV)
- Returned to Compliance (RTC)

The system will generate the letters as a pdf document. The letters must be edited in either Nuance or Adobe Acrobat Reader. Nuance is usually the preferred editing software because it has greater capabilities than Adobe Reader. "Editing in NUANCE" instructions may be found in Appendix B.

### 5.3.1 RCA

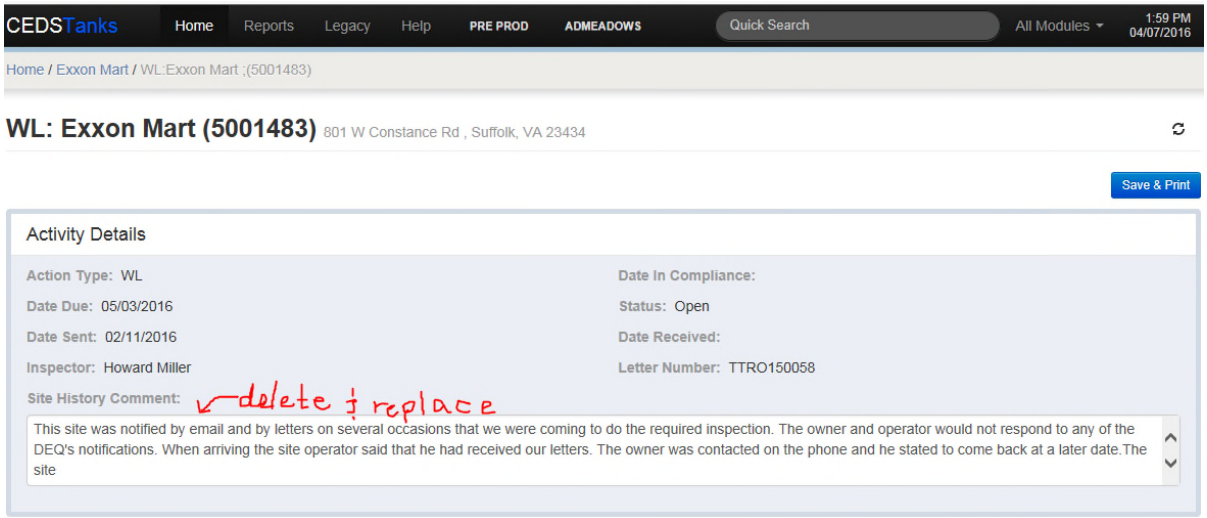
If strange data appears in the CEDS generated RCA, then it is very likely that the field data in CEDS is incorrect or CEDS Core Conventions were not followed. The user should correct any CEDS field data so that it will be correct in the future. The fields from which the data is pulled are indicated in the table below.

| RCA Field | CEDS Field | Comments |
|---|---|---|
| **Inspector** | Inspector linked to the Inspection | The inspector indicated on the "Create Compliance Letter" screen does not appear in this field, but is indicated in the contact field. |
| **Inspection Date** | Date of Inspection | |
| **Facility Name** | Registered facility name | |
| **Facility Address** | Registered facility address | |
| **Tank Owner** | Inspection tank owner | |
| **Tank Contact** | Tank owner contact indicated on CEDS "Generate Letter" screen | |
| **Facility Id** | CEDSTanks facility id number | |
| **Response Deadline** | Date Due from "Create Compliance Action" screen | |
| **Sent to Owner's Contact** | Tank Owner Contact indicated on CEDS "Generate Letter" screen | |
| **Contact's Email Address** | CEDS Owner contact email field | |
| **DEQ Staff Contact Information** | Inspector from "Create Compliance Action" screen | |
| **Comments** | Footer Comments from "Generate Letter" screen | **NOTE:** These footer comments appear under the "Observation and Legal Requirements" in the Warning Letters and NOVs |

### 5.3.2 Warning Letter

If strange data appears in the CEDS generated Warning Letter, then it is very likely that the field data in CEDS is incorrect or CEDS Core Conventions were not followed. The user should correct any CEDS field data so that it will be correct in the future. Staff should contact the Compliance Coordinator when Observations or Legal Requirements data is incorrect so the field data can be corrected.

**NOTE: The same CEDS field is used for RCA Footer Comments and WL Site History Comments. Therefore it is very important for the user to delete the RCA Footer comments and insert the appropriate Warning Letter Site History Comments. Otherwise, the informal RCA comments will erroneously appear in the Warning Letter.**




The fields from which the data is pulled can be found below:

| WL Field | CEDS Field | Comments |
|---|---|---|
| **Letter Date** | Letter Creation Date | This date field will be changed to pull from the date sent field per user request. |
| **Addressee Title** | Owner contact title | The punctuation will automatically be added to letter. |
| **Addressee First Name** | Owner contact first name | This is the owner contact linked to letter from the "generate letter" screen. |
| **Addressee Last Name** | Owner contact last name | This is the owner contact linked to letter from the "generate letter" screen. |
| **Addressee Title** | Owner contact title | This is the owner contact linked to letter from the "generate letter" screen. |
| **Addressee Company** | Associated Inspection/Document Review Tank Owner | This is the owner contact linked to letter from the "generate letter" |

| | | |
|---|---|---|
| | | screen. |
| **Address** | Owner Address | This is the owner contact linked to letter from the "generate letter" screen. |
| **Facility Id Number** | Tanks Facility Id Number | This is the owner contact linked to letter from the "generate letter" screen. |
| **WL Number** | CEDS Generated Number | This is the owner contact linked to letter from the "generate letter" screen. |
| **Salutation Title** | Owner contact title | The punctuation will automatically be added to letter. This is the owner contact linked to letter from the "generate letter" screen. |
| **Salutation Last Name** | Owner contact last name | This is the owner contact linked to letter from the "generate letter" screen. |
| **Respond by Date** | CEDS Letter Due Date | CEDS will auto-calculate this date to be 90 days from the date the letter is created. This date may be modified. |
| **Site History (2nd Paragraph of Observation and Legal Requirements section)** | Site History comment field from "generate letter" screen. | This field is called "Footer Comments" on generate letter screen when an RCA is being drafted. It is also the field used for RCA comments. **The RCA comments may need to be deleted to add case history information in the WL.** |
| **Observation** | Observation CEDS field from the Reg_Deficiencies CEDS table. | This data may be viewed on the "generate letter" screen. |
| **Observation Comments** | Comment field from "generate letter" screen found below the observation. | |
| **Legal Requirements** | The legal requirements are associated to the regulatory deficiencies from the inspection or document review. | Legal requirements should not be edited. If they are incorrect, the UST Compliance Coordinator should be notified. |
| **Salutation Staff Name & Title** | CEDS Staff Table | If the information is incorrect, the UST Compliance Coordinator should be notified for correction. |
| **Carbon Copy (cc:)** | Owner contact name and email address | |

### 5.3.3 Notice of Violation

If strange data appears in the CEDS generated NOV, then it is very likely that the field data in CEDS is incorrect or CEDS Core Conventions were followed. The user should correct any CEDS field data so that it will be correct in the future. Staff should contact the Compliance Coordinator when Observations or Legal Requirements data is incorrect so the field data can be corrected.

**NOTE: The same CEDS field is used for RCA Footer Comments, WL Site History Comments, and NOV Site History Comments. Therefore it is very important for the user to delete the preceding RCA Footer comments of WL Site History Comments (possibly) and insert the**

**appropriate Notice of Violation Site History Comments. Otherwise, the informal RCA or Warning Letter Site comments will erroneously appear in the NOV.**

The fields from which the data is pulled are the same as the Warning Letter and can be found below.

| NOV Field | CEDS Field | Comments |
|---|---|---|
| **Letter Date** | Letter Creation Date | This date field will be changed to pull from the date sent field per user request. |
| **Addressee Title** | Owner contact title | The punctuation will automatically be added to letter. |
| **Addressee First Name** | Owner contact first name | This is the owner contact linked to letter from the "generate letter" screen. |
| **Addressee Last Name** | Owner contact last name | This is the owner contact linked to letter from the "generate letter" screen. |
| **Addressee Title** | Owner contact title | This is the owner contact linked to letter from the "generate letter" screen. |
| **Addressee Company** | Associated Inspection/Document Review Tank Owner | This is the owner contact linked to letter from the "generate letter" screen. |
| **Address** | Owner Address | This is the owner contact linked to letter from the "generate letter" screen. |
| **Facility Id Number** | Tanks Facility Id Number | |
| **NOV Number** | CEDS Generated Number | |
| **Salutation Title** | Owner contact title | The punctuation will automatically be added to letter. This is the owner contact linked to letter from the "generate letter" screen. |
| **Salutation Last Name** | Owner contact last name | This is the owner contact linked to letter from the "generate letter" screen. |
| **Respond by Date** | CEDS Letter Due Date | CEDS will auto-calculate this date to be 10 days from the date the letter is created. However, the user should change the date to be 90 days from the letter date from the "Create Compliance Action" window. |
| **Site History (2nd Paragraph of Observation and Legal Requirements section)** | Site History comment field from "generate letter" screen. | This field is called "Footer Comments" on generate letter screen when an RCA is being drafted. It is also the field used for RCA comments. **The RCA comments may need to be deleted to add case history information in the NOV.** |
| **Observation** | Observation CEDS field from the Reg_Deficiencies CEDS table. | This data may be viewed on the "generate letter" screen. |
| **Observation Comments** | Comment field from "generate letter" screen found below the observation. | |
| **Legal Requirements** | The legal requirements are associated | Legal requirements should not be |

| | | |
|---|---|---|
| | to the regulatory deficiencies from the inspection or document review. | edited. If they are incorrect, the UST Compliance Coordinator should be notified. |
| **Salutation Staff Name & Title** | CEDS Staff Table | If the information is incorrect, the UST Compliance Coordinator should be notified for correction. |
| **Carbon Copy (cc:)** | Owner contact name and email address | |

### 5.3.4 Return to Compliance

If strange data appears in the CEDS generated RTC, then it is very likely that the field data in CEDS is incorrect or CEDS Core Conventions were not followed. The user should correct any CEDS field data so that it will be correct in the future. The fields for the Return to Compliance (RTC) letter are as follows:

| RTC Field | CEDS Field | Comments |
|---|---|---|
| **Letter Date** | Letter Creation Date | This date field will be changed to pull from the date sent field per user request. |
| **Addressee Title** | Owner contact title | The punctuation will automatically be added to letter. |
| **Addressee First Name** | Owner contact first name | This is the owner contact linked to letter from the "generate letter" screen. |
| **Addressee Last Name** | Owner contact last name | This is the owner contact linked to letter from the "generate letter" screen. |
| **Addressee Title** | Owner contact title | This is the owner contact linked to letter from the "generate letter" screen. |
| **Addressee Company** | Associated Inspection/Document Review Tank Owner | This is the owner contact linked to letter from the "generate letter" screen. |
| **Address** | Owner Address | This is the owner contact linked to letter from the "generate letter" screen. |
| **Facility Id Number** | Tanks Facility Id Number | |
| **Salutation Staff Name & Title** | CEDS Staff Table | If the information is incorrect, the UST Compliance Coordinator should be notified for correction. |

# 6 Editing Compliance and Registration Records

## 6.1 Editing a Facility

Select the General Tab on the Tank Facility screen.

### 6.1.1 Editing a Tank Facility

Select the “Edit” button to the right of Facility Details.

In the Edit Tank Facility box, update any fields that require changing and select the blue “Save changes” button in the lower right corner.

### 6.1.2 Editing a Core Facility

Click on the CEDS ID number below Facility Details.

Select the “Edit Facility” button in the upper right of the screen. Update any fields that require changing and select the blue “Save changes” button in the lower right corner.

## 6.2 Editing an Existing Tank

There are two ways to edit an existing tank record:

1. Overwriting existing information, or
2. Creating a historical record.

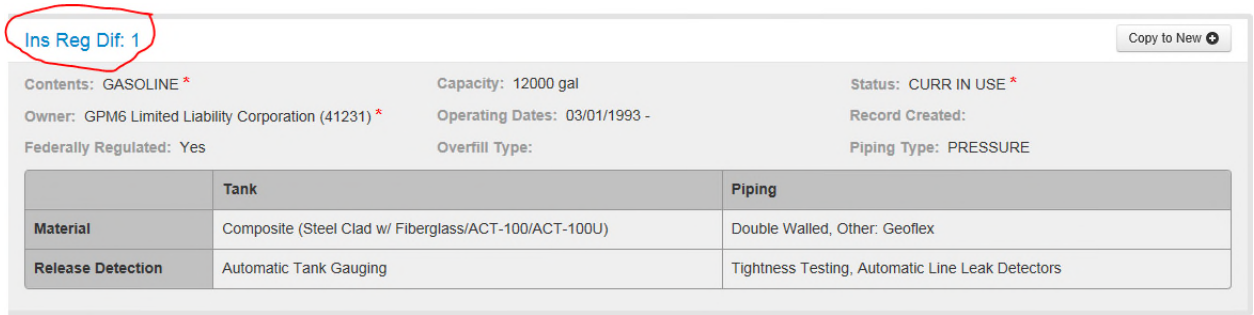
**Data Convention**

**A historical tank record must be created for a tank record update unless the change is to modify information on an existing tank record that was entered into CEDS incorrectly.**

### 6.2.1 Overwriting an Existing Tank Record

In order to overwrite an existing tank record you must:

- Select the Tanks tab on the Tank Facility screen and select the tank number that requires editing.



- On the Tank Details screen, click on the LOV button to the right and select one of the following options from the LOV Menu depending on the type of operation that is being executed:

#### 6.2.1.1 *Update Owner*

Select Update Owner and follow Section 4.3.1.

#### 6.2.1.2 *Edit Tank*

Select Edit Tank and select the "Edit" button in the Edit Tank box.

On the Edit Tank screen make any necessary changes and select the blue "Save changes" button in the lower right corner.

#### 6.2.1.3 *Edit Tank Details*

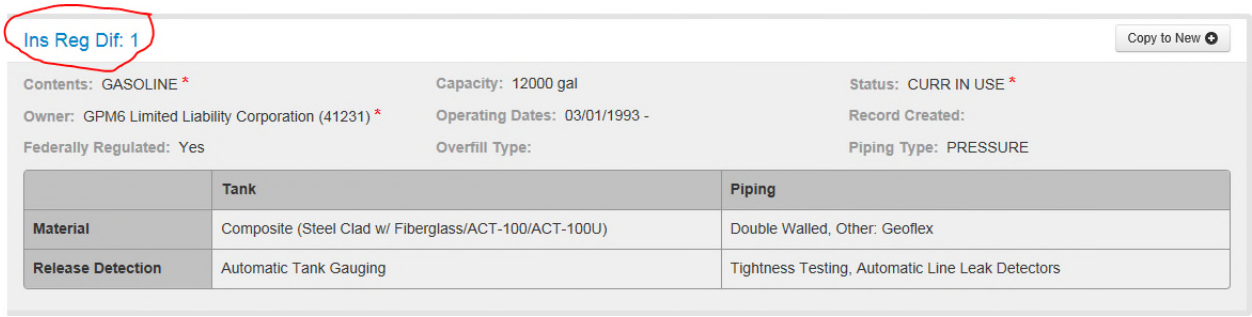
Select Edit Tank Details and follow Section 4.3.3.1.2 for USTs and Section 4.3.3.2.2 for ASTs.

#### 6.2.1.4 *Edit Piping Closure*

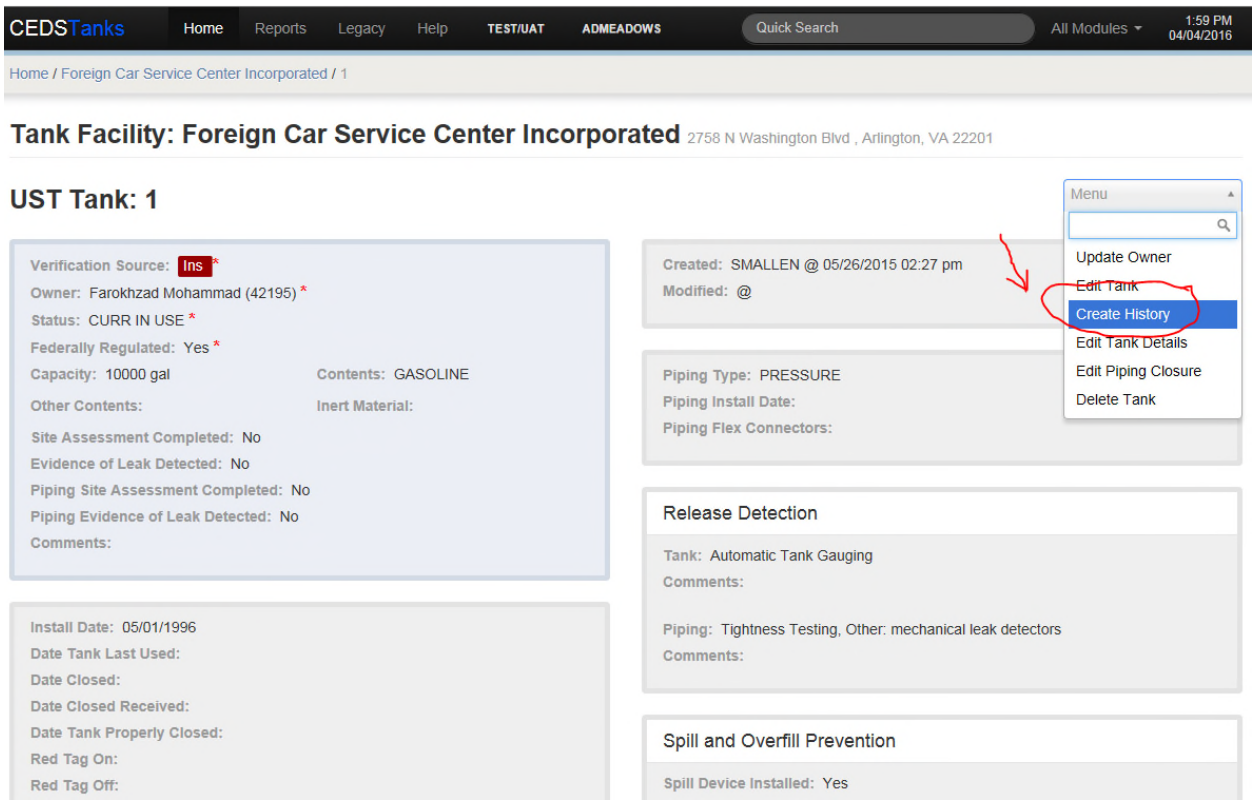
Select Edit Piping Closure and follow Section 4.3.3.1.3.

### 6.2.2 Creating a Tank History Record

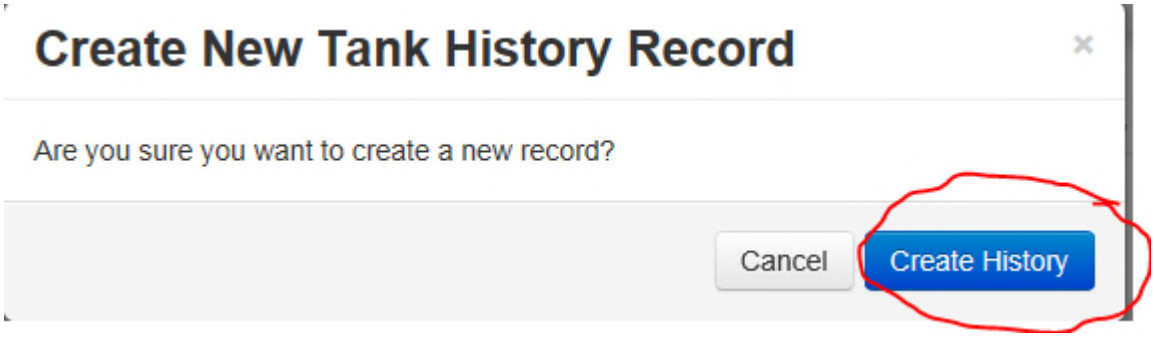
Select the Tanks tab on the Tank Facility screen and select the tank number that requires a tank history.




Click on the LOV button to the right and choose "Create History" to create a historical record.




In the Create New Tank History Record box select the blue “Create History” button.




In the Edit Tank box:

- Make any necessary changes then select the blue “Save changes” button or
- If there aren’t any changes select the “Close” button.

On the Tank Details screen to the far right of the Tank number select one of the following options from the LOV Menu depending on the desired edit operation and follow the instructions in the referenced sections.

Update Owner: Section 4.3.1

Edit Tank Details: Section 4.3.3.1.2 for USTs and Section 4.3.3.2.2 for ASTs

Edit Piping Closure Section 4.3.3.1.3

### 6.2.3 Editing Tank History Records

- Select the "Tank History" button of the tank that has a history requiring modification.
- Select the tank number of the history record to be updated and follow Section 6.2.1.

## 6.3 Editing an Existing Owner

Navigate to the Tank Facility screen, select the Owner tab and select the owner name to be updated:

- To the right of Owner under the General tab select the "Edit" button.

- In the Edit Tank Owner screen, update necessary fields.

Select the blue “Save changes” button to return to Tank Owner.

## 6.4 Editing an Existing Contact

### 6.4.1 Editing an Owner Contact

Navigate to the Tank Facility screen and select the Owner tab.

Under Active Owners select the owner name with the contact to be updated and follow Section 4.6.14.

### 6.4.2 Editing a Facility Contact

Navigate to the Tank Facility screen and select the Owner tab.

Under Active Owners select the arrow to the far right of the owner name with the facility contact to be updated.

Select the contact to be updated and follow Section 4.6.1.4.

## 6.5 Edit an Inspection/Document Review

Navigate to the Tank Facility screen and select the Timeline tab.

Select the inspection/document review record to be edited:

- The Inspection/Document review screen will appear; click “Edit”.
- Then follow the instructions for “Creating an Inspection/Document Review “, Section 4.7.

## 6.6 Editing an Event

Navigate to the Tank Facility screen and select the Timeline Tab.

Highlight the event to be edited:

- Select the “Edit Event” button to the right.
- Make any necessary updates.

Select the blue “Save Event” button at the bottom right to return to Timeline.

## 6.7 Editing a Compliance Action

To edit a compliance action:

- Navigate to the Tank Facility screen and select the Timeline tab.
- Click the “Edit” button next to the compliance action as shown.

- The "Edit Tank Compliance Action" screen will appear. Make any necessary updates and select the blue "Save changes" button at the bottom right to return to Timeline.

## 6.8 Edit Automated Letter Information

To edit automated letter information:

- First ensure that the compliance action on the timeline is not past due. If it is past due, then follow the instructions in Section 6.7 to change the due date. **Remember to change the date back after editing the information.**

- Click the "Generate Letter" button associated with the compliance action on the timeline. If you do not see the "Generate Letter" button, ensure your due date has not passed as described previously.

- The "Generate Letter" screen will appear. Edit the necessary information.

- Click "Save and Print". If you are using Internet Explorer (IE), a banner will appear at the bottom of your screen that will ask you if you wish to open or save the document. Choose "open" to open the letter.

## 6.9 Editing Deficiencies

### 6.9.1 General

Inspection and document review compliance deficiencies may be tracked in CEDS Tanks from the Deficiencies tab. The deficiencies that appear on the Deficiencies tab are linked to the reasons for non-compliance that were indicated on the inspection screen. Section 4.7 describes how to properly link deficiencies to inspection reports.

### 6.9.2 Status

There are four possible deficiency statuses: open, cancelled, not enforceable, and resolved.

#### 6.9.2.1 *Open*

Once a compliance deficiency is linked to an inspection or document review (Section 4.7), the deficiency may be viewed as "open" on the deficiencies tab until the status is changed.

The open status should be used for any deficiencies that have not been resolved unless they meet the criteria of another status.

#### 6.9.2.2 *Cancelled*

Cancelled should be used when DEQ is not going to pursue enforcement for resolution. Staff should use the deficiency comment field to describe why the deficiency was cancelled. Examples of scenarios when cancelled may be used are:

- The deficiency is not going to be referred to the enforcement division because it is either stale[10] or a deficiency that the program has decided not to enforce.
- The Enforcement Division has de-referred the enforcement case and tank division staff is unable to obtain resolution.
- There is not a viable responsible party to pursue for enforcement.
- The tanks were sold to a new owner and the regional office staff has conducted another inspection with deficiencies linked to the new tank owner or the deficiencies have been linked to the new owner.

#### 6.9.2.3 *Not Enforceable*

The "not enforceable" status should be used in cases where the agency has determined that it may not clearly have the regulatory authority to address the apparent non-compliance. Not enforceable is a Legacy CEDS remnant used in the past for housekeeping issues, but it should no longer be used since CEDS Tanks has been designed to only track clearly enforceable violations.

#### 6.9.2.4 *Resolved*

The "resolved" status should be used for deficiencies that have been returned to compliance.

### 6.9.3 Edit Deficiency Status

The deficiency status may be changed three different ways:

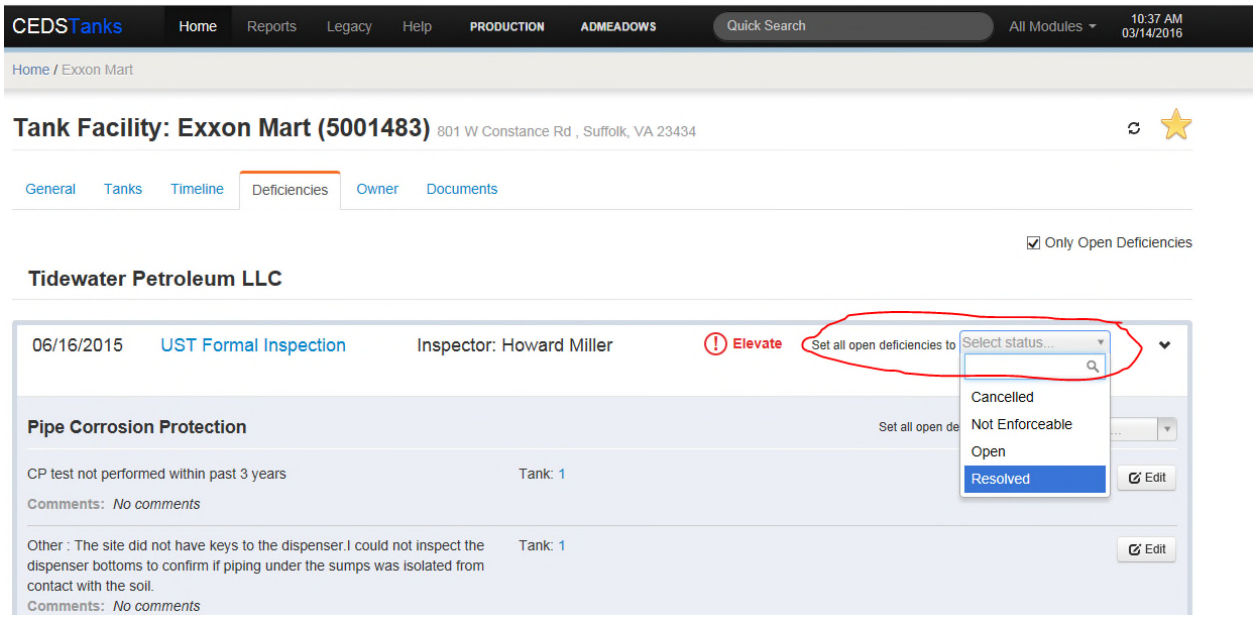
- Changing the status for all open deficiencies for an inspection/document review at the same time,
- Changing the status of all open deficiencies linked to a deficiency category, or
- Changing the status for each deficiency individually.

[10] When a facility has been reinspected, the deficiencies left over from the previous inspections are stale unless the deficiency is still a compliance issue or is being addressed by DEQ's Enforcement Division.

The status may be changed for all deficiencies at the same time by:

- Navigating to the Tank Facilities screen and selecting the Deficiencies tab.
- Clicking the "Set all open deficiencies to" LOV button in the upper right hand corner of the blue inspection/document review box, then
- Selecting the appropriate status.

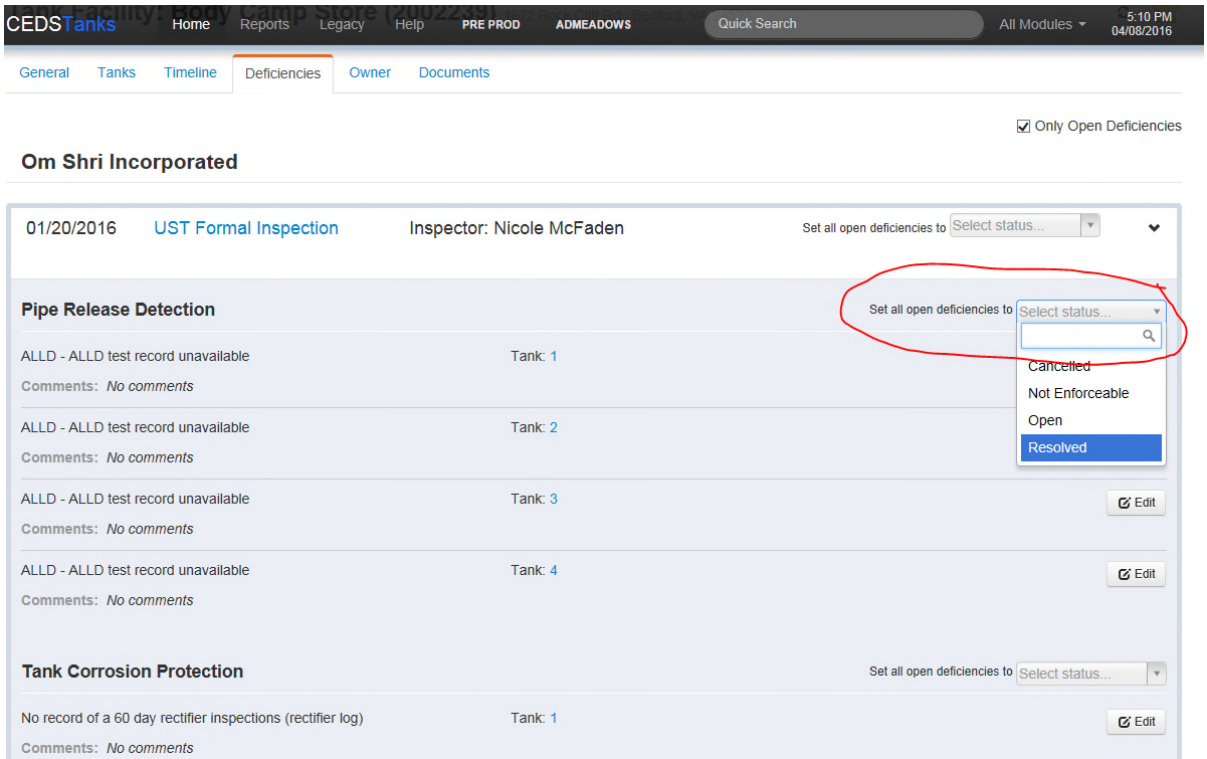
**NOTE:** The status of all of the deficiencies will change and the date of the change will default to the current date. You may change the date for each deficiency by following the below instructions for changing individual deficiencies.




The status may be changed for all deficiencies associated with a compliance category by:

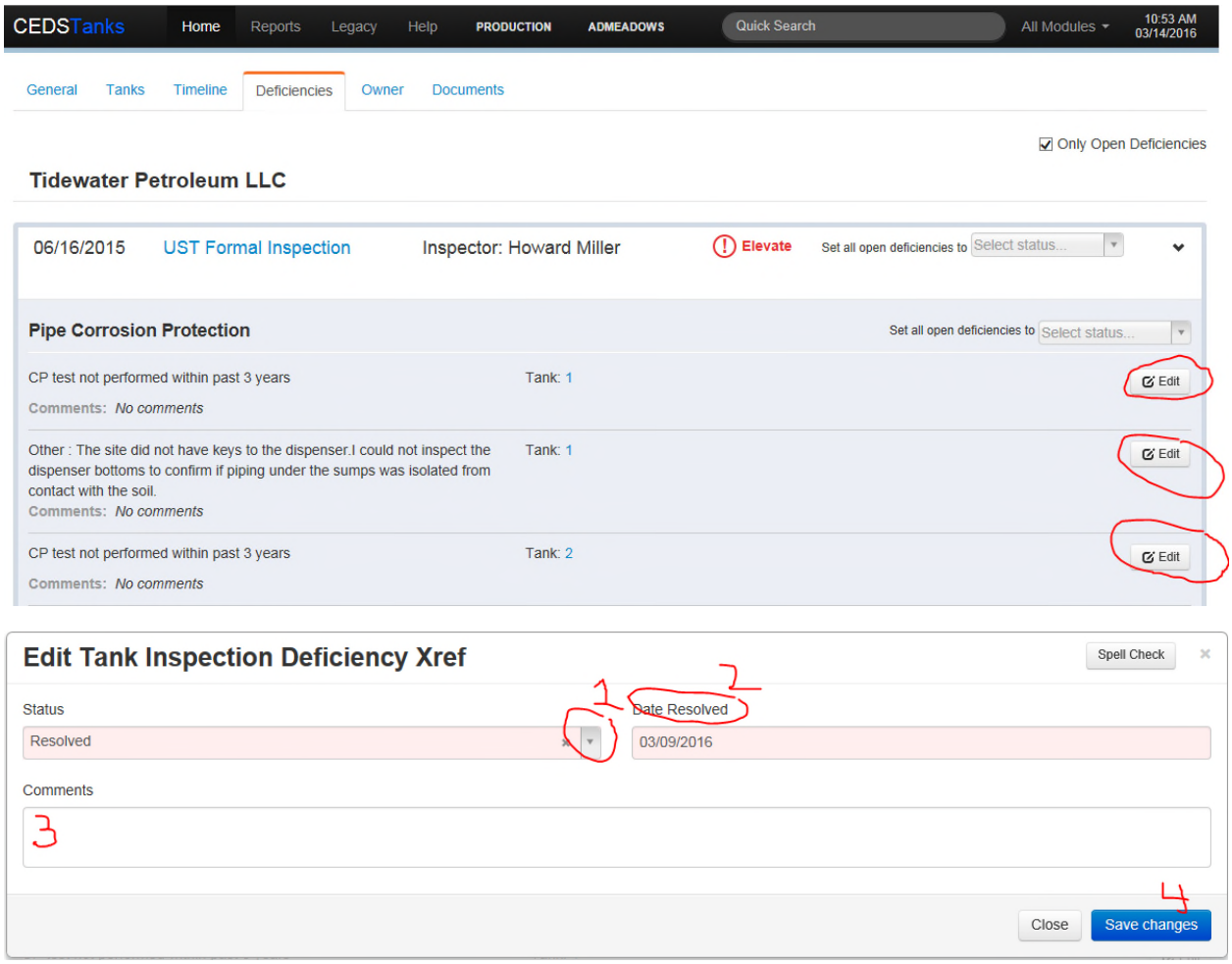
- Navigating to the Tank Facility screen and selecting the Deficiencies tab,
- Clicking the "Set all open deficiencies to" LOV button at the right hand corner of the appropriate compliance category, then
- Selecting the appropriate status.

**NOTE:** The status of all of the deficiencies within that particular compliance category will change and the date of the change will default to the current date. You may change the date for each deficiency by following the instructions for editing individual deficiencies.




<u>The status may be changed for each deficiency individually by:</u>

- Navigating to the Tank Facility screen and selecting the Deficiencies tab,
- Clicking the “Edit” button to the right of the appropriate deficiency,
- Selecting the appropriate status from the “Edit Tank Inspection Deficiency Xref” window,
- Completing the “Date Resolved” field (if resolving) and adding any necessary comments, then
- Clicking “Save changes”.



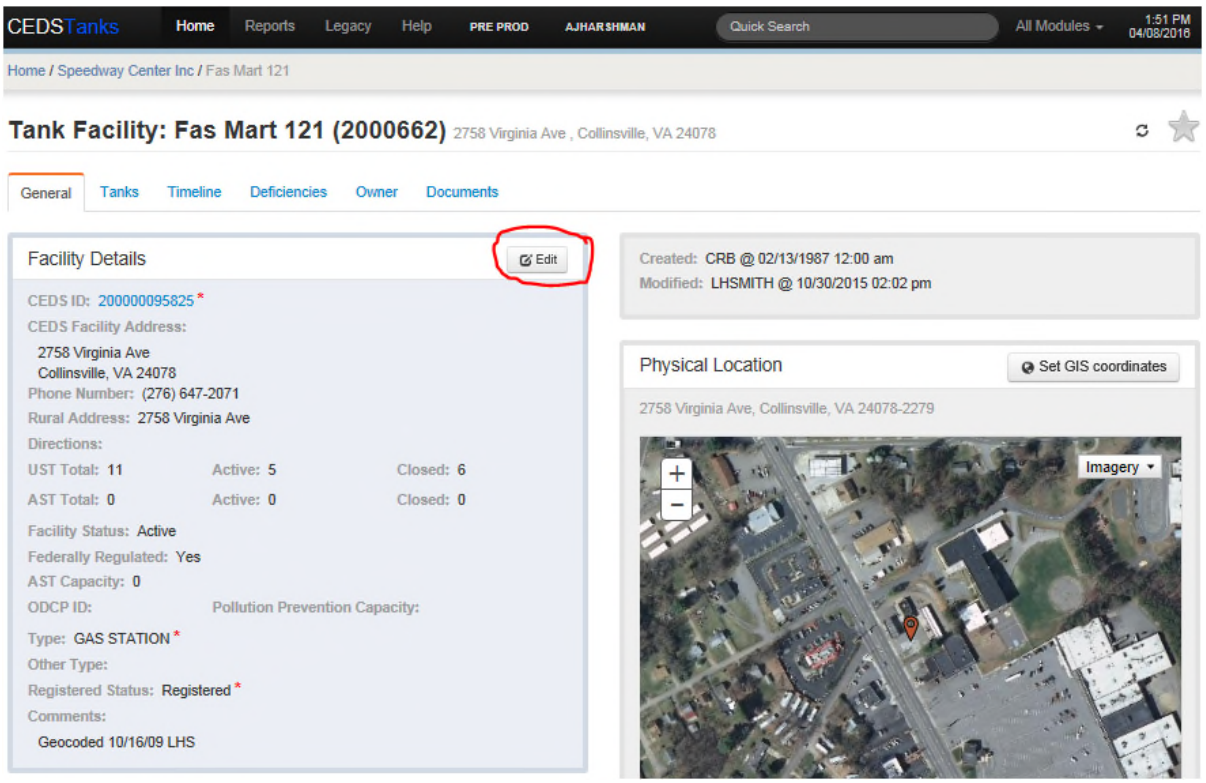

# 7 Deleting Compliance and Registration Records

In order to delete certain records, such as a facility or a tank, staff must have the rights to delete those records. Without delete rights, the buttons for deletion may not appear.

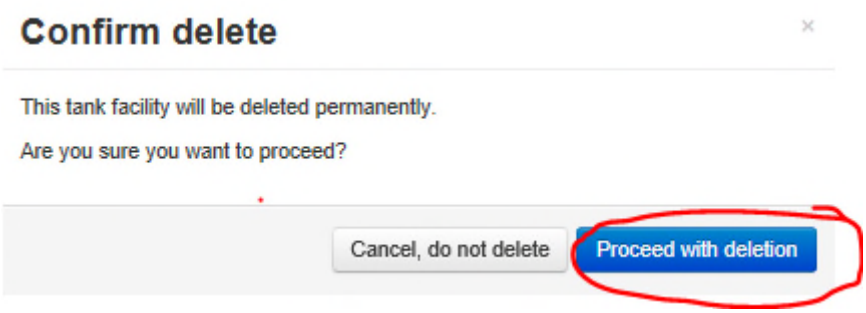
## 7.1 Deleting a Tank Facility

In order to delete a tank facility, every event under the Timeline tab must first be deleted by following Section 7.5 , Section 7.6 and Section 7.7 and every tank and corresponding tank history must first be deleted by following Section 7.2.

After deleting all events, tanks and tank histories, select the General tab and then the “Edit” button to the right of Facility Details.



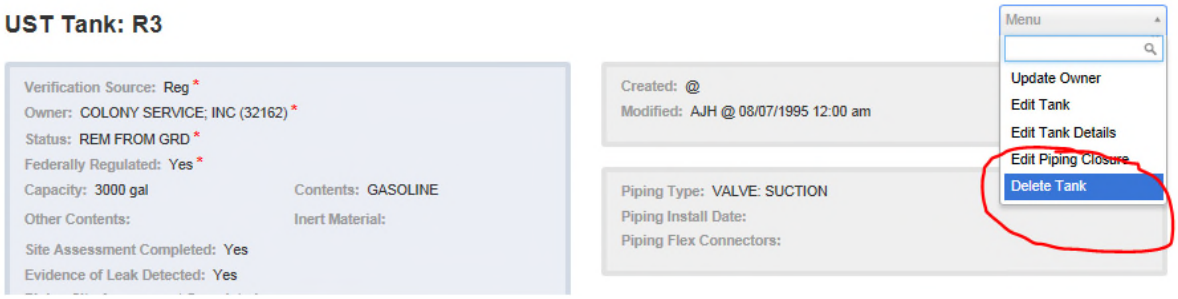

- In the Edit Tank Facility screen select the “Delete” button in the lower left corner.
- In the Confirm delete box select the blue “Proceed with deletion” button.



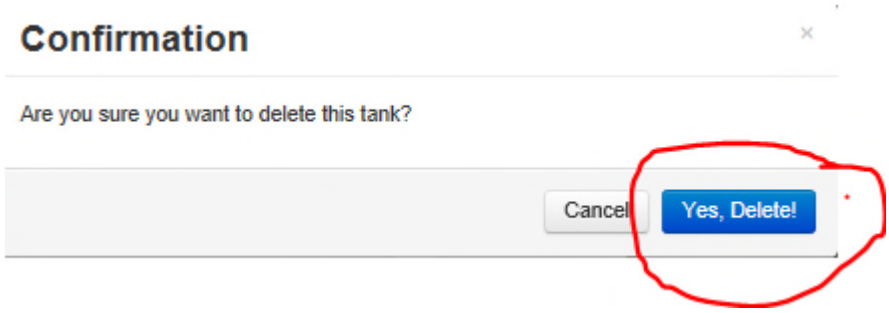
## 7.2 Deleting a Tank

Navigate to the Tank Facility screen, select the Tanks tab and then select the tank number of the tank to be deleted.

At the Tank screen to the right to the tank number select Delete Tank from the LOV Menu.




In the Confirmation box select the blue "Yes, Delete!" button in the lower right corner.




If there were tank history records for the tank being deleted, this process will need to be repeated for each record in history until all records are deleted.

## 7.3 Deleting an Owner

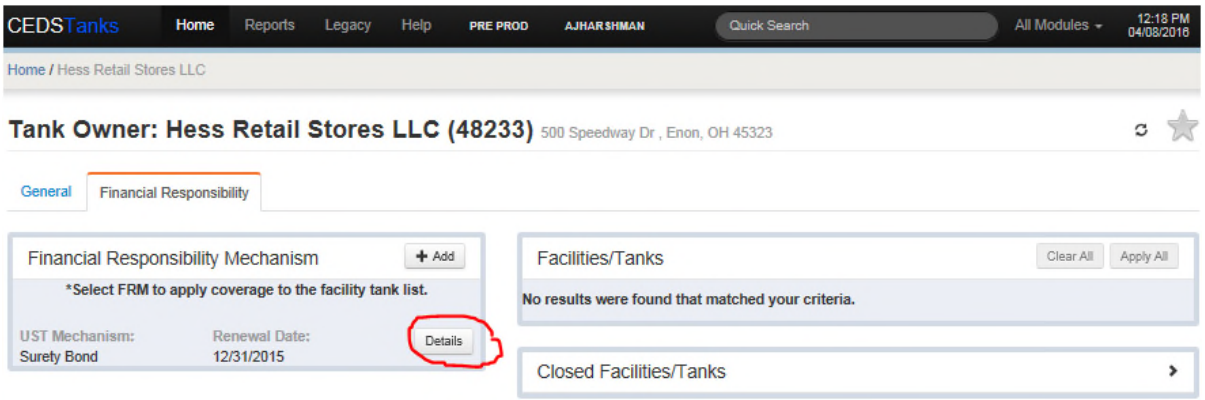
In order to delete a tank owner everything must be deleted or disassociated.

Navigate to the Tank Owner screen, select the Financial Responsibility tab:

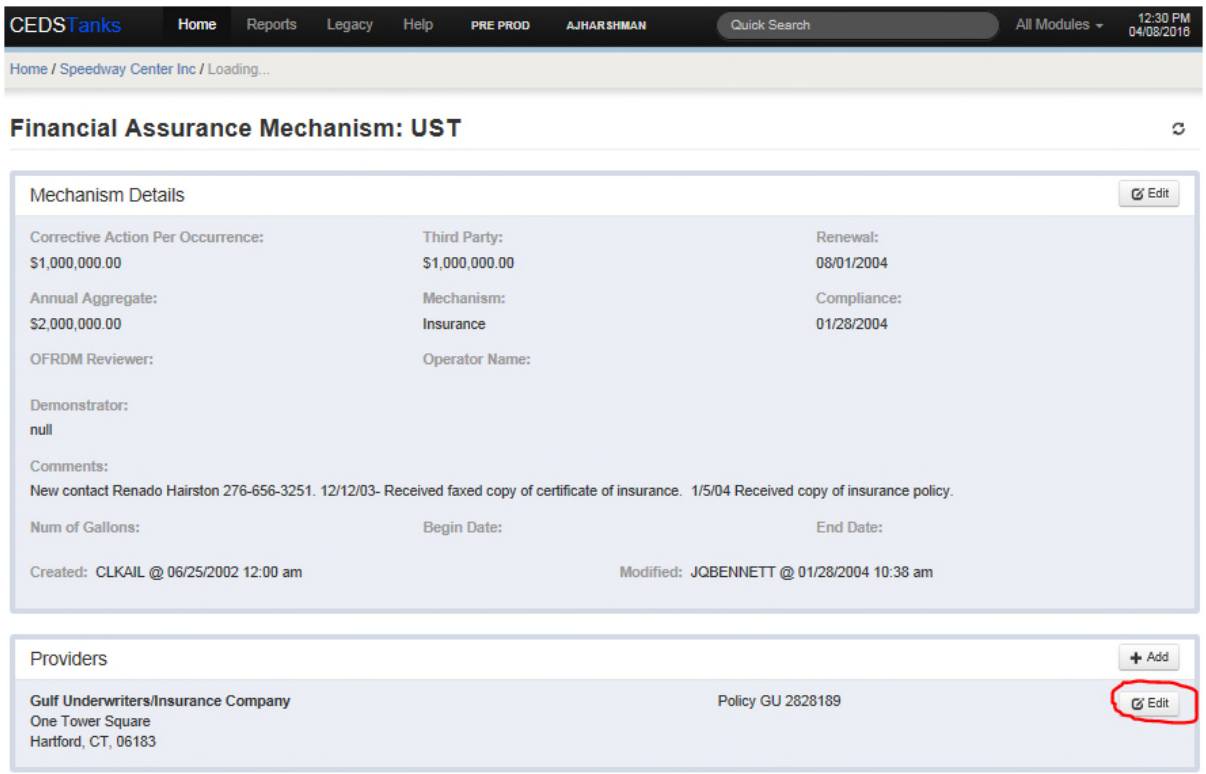
- Every Facility and Tank on the list and on the Closed Facilites/Tanks list must have the connection to the owner severed by selecting each facility id and doing ONE of the following:

  - Deleting the tanks owned by that owner following Section 7.2; or
  - Changing the owner id of each tank owned by the owner by following Section 6.2.1.1 and each inspection event by following Section 6.5 to one that may be more desirable. (see Removing Duplicate Owner Records, Section 7.8.1)
  - Deleting the facility following Section 7.1 (see Removing Duplicate Tank Facility Records, Section 7.8.2)

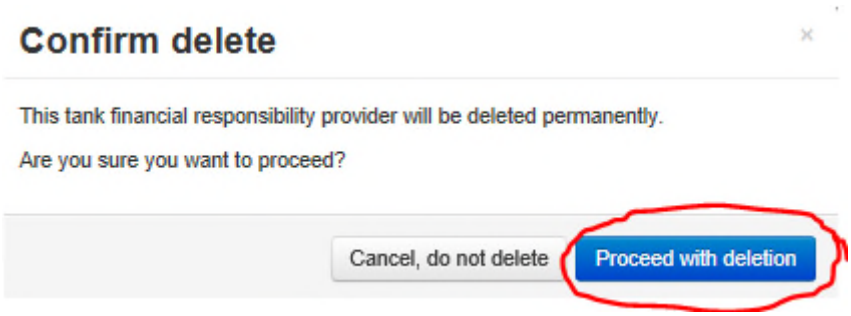
- Every FR Mechanism must be deleted by highlighting it and selecting the "Details" button.



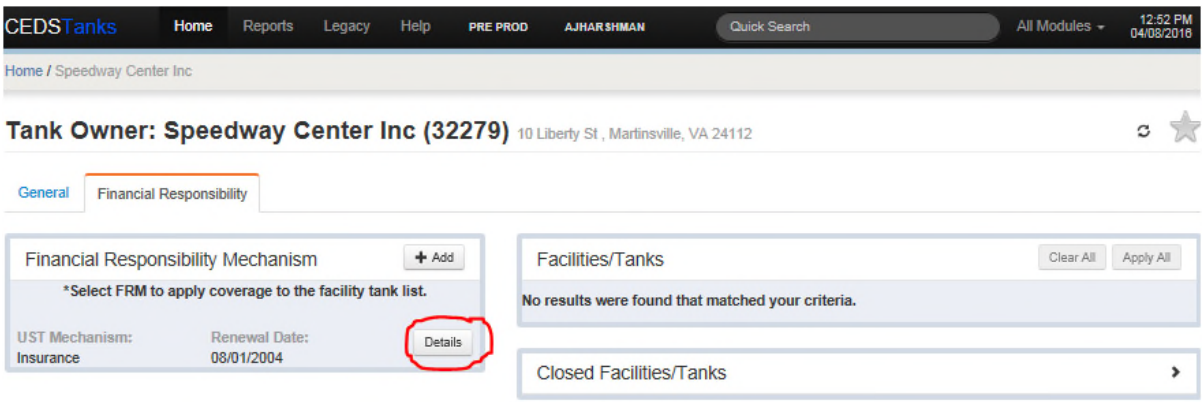

  - On the Financial Assurance Mechanism Detail screen, select the "Edit" button, to the right of Providers at the bottom.



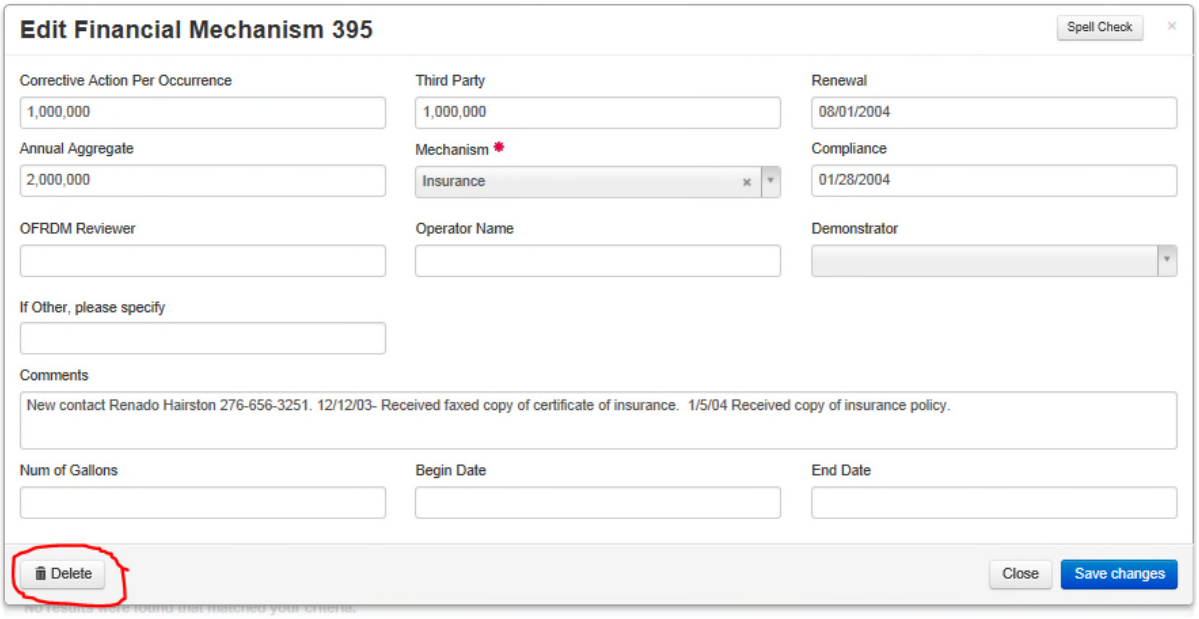

- Select the “Delete” button at the bottom left of the Edit Tank Financial responsibility Provider box.
- In the Confirm delete box select eh blue “Proceed with deletion” button.




- Select the “Details” button in the Financial Responsibility Mechanism box.

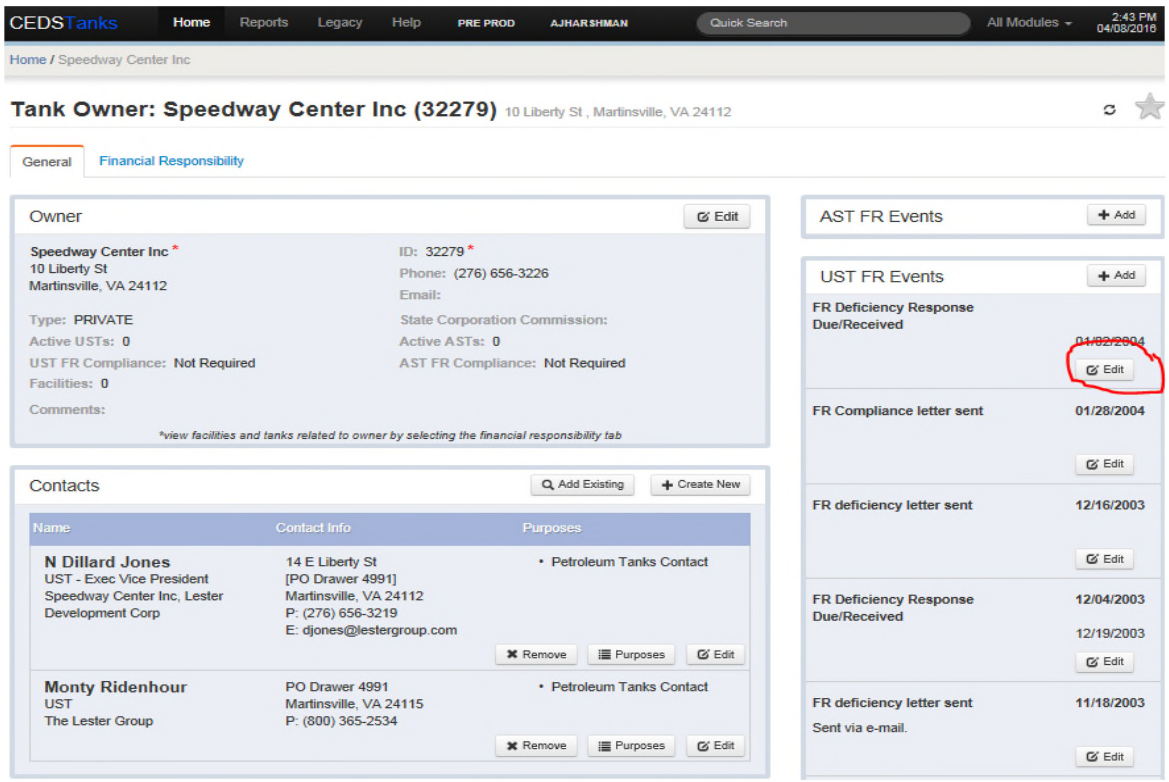



- Select the "Delete" button at the bottom left of the Edit Financial Mechanism screen.

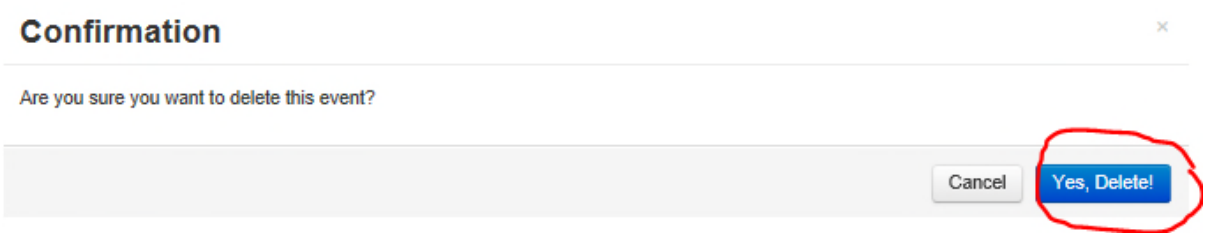



Under the General tab:

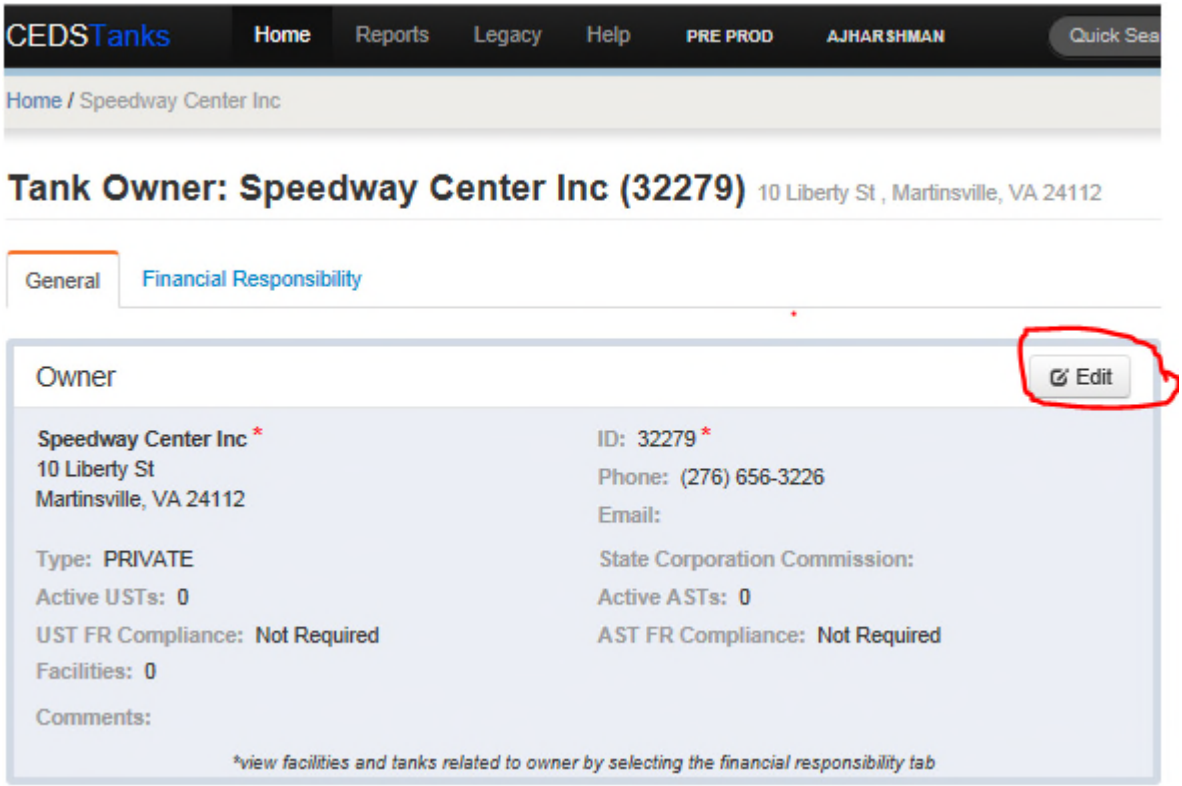
- Every contact must be deleted by following Section 7.4.1.
- All AST and UST FR Events must be deleted by doing the following:
  - Highlighting an event and selecting the "Edit" button



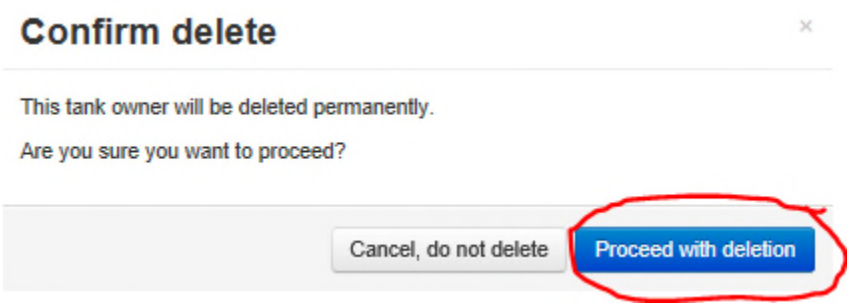

- Selecting the “Delete” button in the Edit Event screen.
- In the Confirmation box select the blue “Yes, Delete!” button.



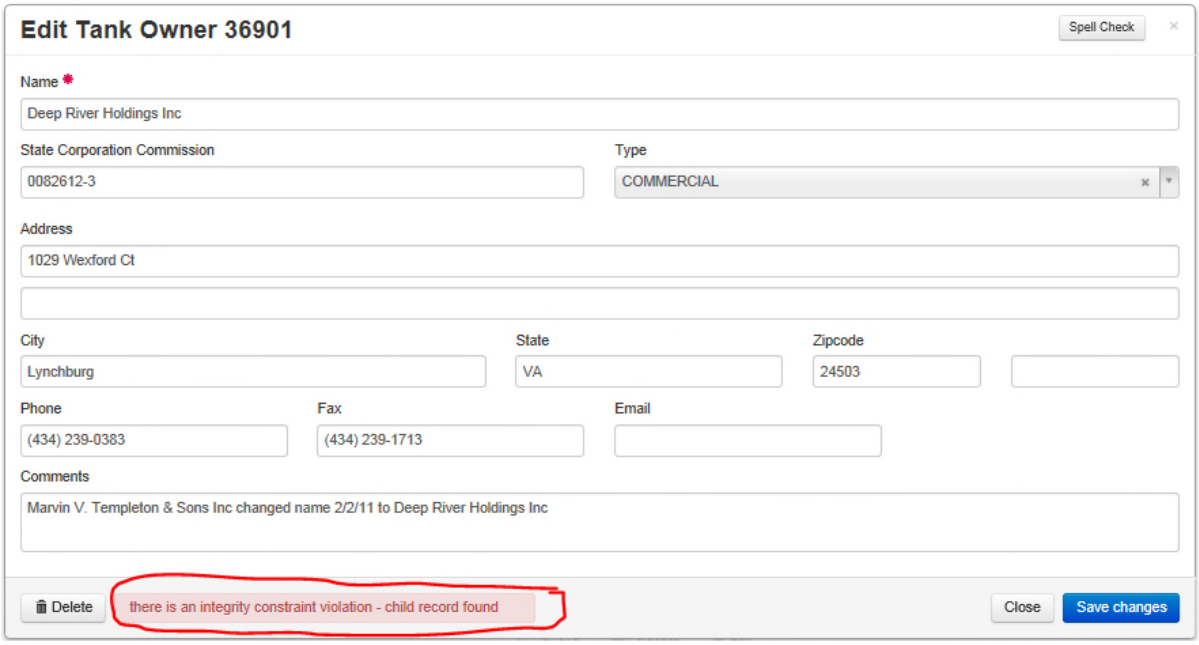

- Once all associated records are deleted and/or re-assigned to a different id, select the “Edit” button to the right of Owner.




- Select the “Delete” button at the bottom left of the Edit Tank Owner box.
- In the Confirm delete box, select the blue “Proceed with deletion” button.




If the owner cannot be deleted due to child records, which are records that are dependent on other records, a Logi query must be run to find any facilities using the owner id. Please contact the Database Auditor in order to get this resolved.




## 7.4 Deleting a Contact

### 7.4.1 Deleting an Owner Contact

- Navigate to the Tank Facility screen and select the Owner tab.
- Under Active or Inactive Owners, select the owner name with the contact to be deleted.
- Under the General tab, highlight the contact to be deleted and select the “Remove” button.

### 7.4.2 Deleting a Facility Contact

- Navigate to the Tank Facility screen and select the Owner tab.
- Under Active or Inactive Owners select the arrow to the far right of the owner name with the contact to be deleted.
- Highlight the contact to be deleted and select the “Remove” button to the far right of the contact name.

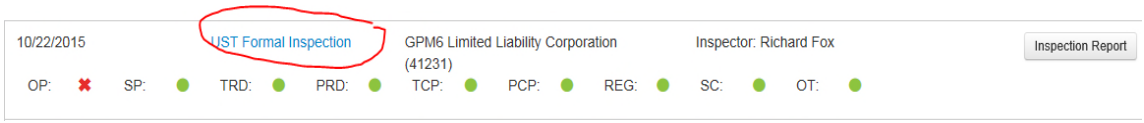
## 7.5 Deleting an Inspection/Document Review

If you need to delete an inspection or document review due to an error, follow these instructions:

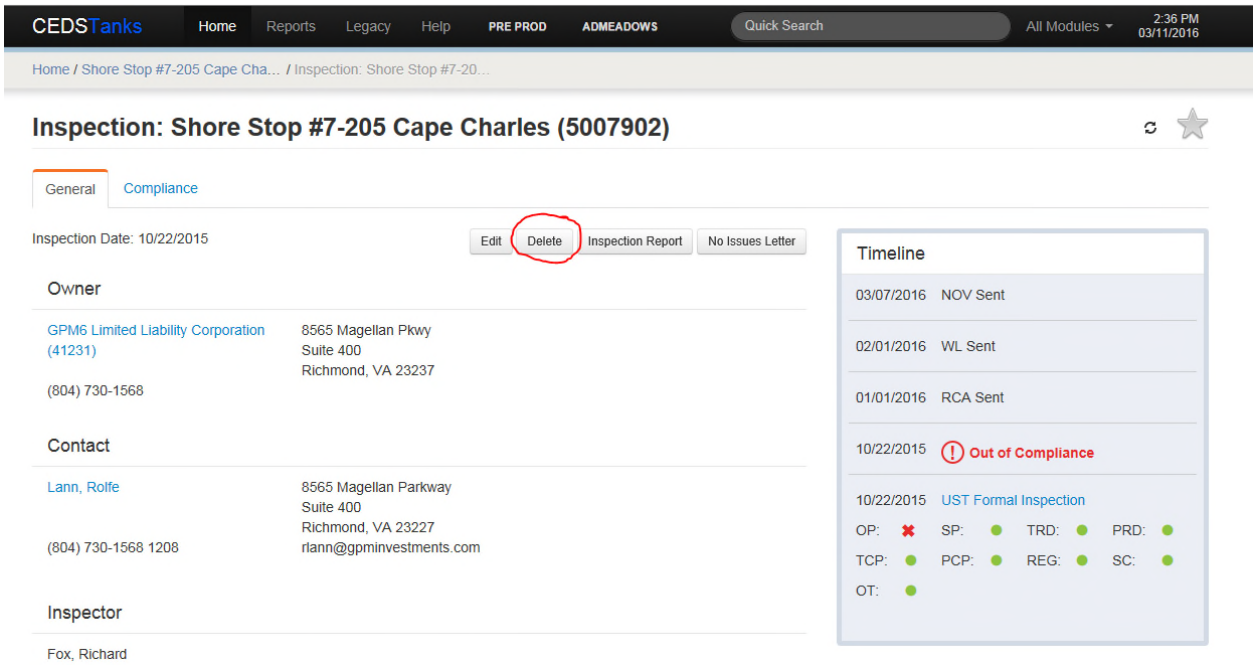
- Navigate to the Tank Facility screen and select the Timeline Tab.

- If there are any compliance actions linked to the inspection pending deletion, create a new inspection (Section 4.7) and link the compliance action to the new inspection first.

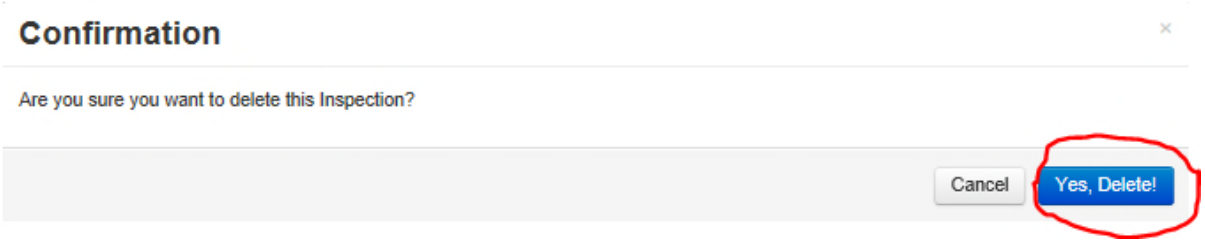
- Click on the inspection/document review link to open the inspection/document review details screen.




- Click the "Delete" button on the Inspection screen.



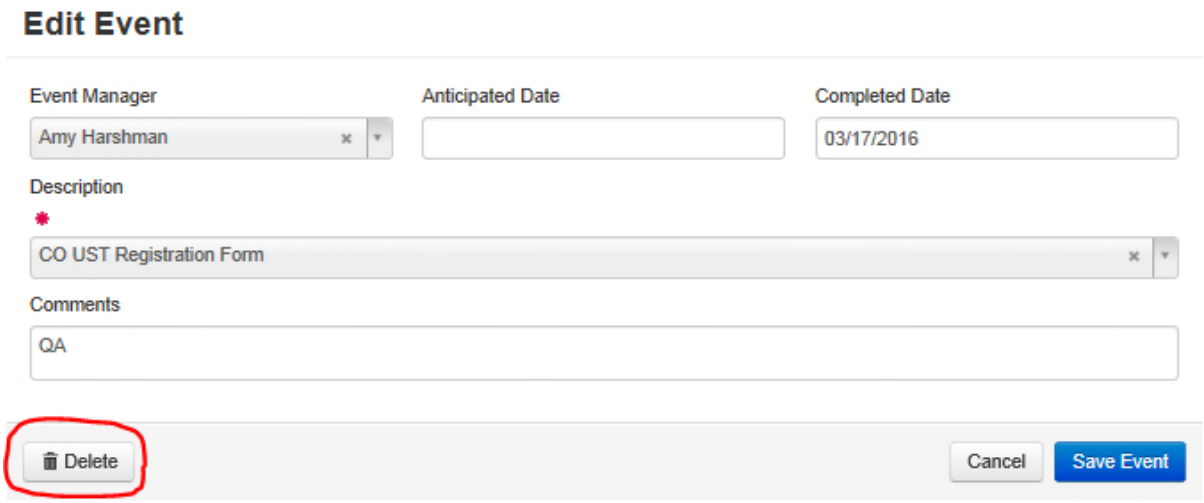

- When prompted to confirm the deletion, select "Yes, Delete!" to delete the inspection.



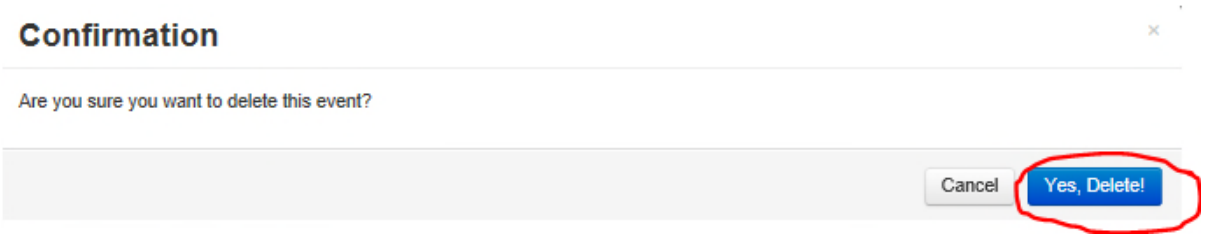

### 7.5.1 Deleting an Event

Navigate to the Tank Facility screen, select the Timeline tab and highlight the event to be deleted:

- Select the “Edit Event” button to the right.
- In the Edit Event box select the “Delete” button in the lower left corner.




- In the Confirmation box select the blue “Yes, Delete!” button.



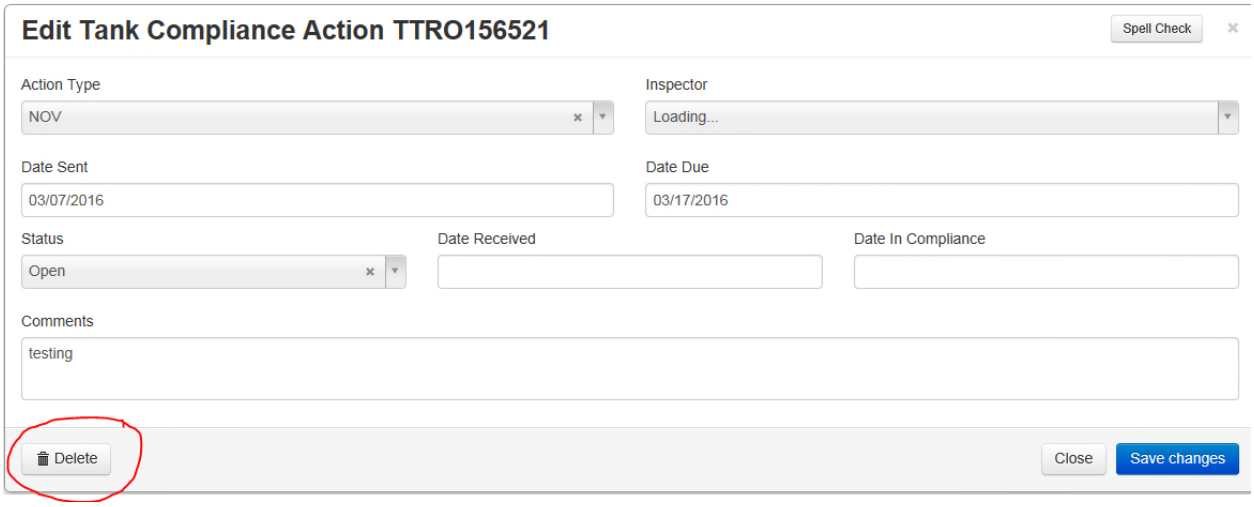
## 7.6 Deleting a Compliance Action

Delete a compliance action by following these steps:

- Navigate to the Tank Facility screen and select the Timeline tab.

- Click “edit” next to the compliance action that will be deleted.

- Click the “Delete” button at the bottom right hand corner of the “Edit Tank Compliance Action” screen.




- Click “Proceed with Deletion” to delete the compliance action.

## 7.7 Deleting Duplicate Records

### 7.7.1 Removing Duplicate Owner Records

When two or more owners exist in CEDS with the same owner name, the duplicates must be eliminated through the following process:

- Determine which Owner ID has most of the facility and FR records attached to it. Usually the most recently entered owner(s) will have fewer records attached to it and will be the Owner ID(s) that will be eliminated.

- Once the Owner ID for retention has been selected, that owner record should be updated with the most current owner information.

- Scroll through each duplicate Owner ID that will be eliminated and follow Section 7.3.

### 7.7.2 Removing Duplicate Tank Facility Records

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

- Determine which Facility ID will be retained and update that record with the most current facility, owner, tank, inspections, facility events and compliance activities information. Historically, the older Facility ID has been retained.

- Delete the duplicate facility following Section 7.1.

# Appendices

# *Appendix A– **CEDS Core Data Entry Rules***

*Effective Date: March 1, 2002*

## I. GENERAL ITEMS

All data is to be entered in upper and lower case.

This document references the USPS Postal Addressing Standards, Publication 28 (November 2000), which can be downloaded from the following web site:

http://pe.usps.gov/cpim/ftp/pubs/Pub28/Pub28.pdf

## II. NAMING CONVENTIONS

A. Each CEDS facility should have a unique name. If multiple facilities with the same name are to be entered, a locator should be added after the name.

Example: Giant Resource Recovery - Cascade

Giant Resource Recovery - Arvonia

B. No symbols or punctuation are to be used in the name of a CEDS Facility, Owner, or Operator. This includes but is not limited to periods, commas, parenthesis, dollar signs, percent signs, asterisks, and plus signs. When a symbol is present in a name, the symbol is to be omitted and a space is left as a placeholder, except in the case of the apostrophe. When the apostrophe is omitted, no space should be used between the word and the possessive "s". For example, *St. Mary's Hospital* would be entered as *Saint*

*Marys Hospital*. The "&" should be spelled out as "and", "@" as "at", and "#" as "number".

Example: 1. An application is received as $2.99 Cleaners. It is entered as 2 99 Cleaners. Note that **NO** space is left at the beginning of the name for the $ symbol.

2. An application for #1 Cleaners is received. It is entered as "Number 1 Cleaners."

For gas stations, convenience stores, and other facility names that are identified by a number, separate the name and number by a space only. It should be entered as the store name followed by the number. Do not use the # symbol. If the store is identified by a locator, use the hyphen.

Example: Amoco 12345

Amoco 67890 - Broad Street

Exxon 23586

Exxon - Airport

7 Eleven 89653

**(Note: No hyphen between 7 and Eleven)**

EXCEPTIONS:

The only exception to the <u>no symbols or punctuation rule</u> is the use of a hyphen to separate a name and a locator. When using a hyphen to separate a name and a locator, it is to be entered as the name followed by a space followed by the hyphen followed by a space followed by the locator. In most cases, a locator will not be necessary for the owner name.

Example: Tidewater Materials - Jack Quarry

C. All names are to be completely spelled out. This includes common abbreviations (i.e., *St*. would be entered as *Saint)*.

EXCEPTIONS:

1. If there are too many characters for the name field, use one of the Postal Standard Business Name Abbreviations listed in the Publication 28, November 2000 edition. If there are no words in the name that are on this list or if the name is still too long, truncate the name from right to left.

**Common Business Word Abbreviations**

| | | | |
|---|---|---|---|
| Administration | Admn | Headquarters | Hdqtrs |
| Agency | Agcy | Incorporated | Inc |
| Association | Assn | Laboratory | Lab |
| Branch | Brnch, Br | Limited | Ltd |
| Center | Ctr | Management | Mgmt |
| Company | Co | Manufacturer/ing | Mfr/Mfg |
| Corporation | Corp | Municipal | Mncpl |
| Division | Div | National | Natl |
| Enterprise | Entrprs | Partnership | Prtnrship |
| Government | Govt | System | Sys |
| Group | Grp | | |

*NOTE: For a complete list of Business Word Abbreviations, refer to Appendix G of the USPS Postal Addressing Standards (November 2000).*

2. For state agency and institution names, including state colleges and universities, use the official State abbreviation (see Appendix A). Use an identifier if there are multiple locations of a state agency. Do not use consecutive acronyms.

   Example: VDOT - Sandston Residency

   UVA

   JSRCC – Parham Campus

3. If the facility is known by a commonly used acronym and the regional office prefers to use the acronym, then it may be used as the facility name with no punctuation or symbols, if that facility is located in only one regional area. If there are multiple facilities in more than one regional area, the regional Core Leads for the affected offices must agree on the facility name. If the acronym has punctuation or symbols in it, use a space as a placeholder.

D. Individuals as Facility/Owner/Operator/Contact Names

1. FACILITY/OWNER/OPERATOR NAMES:

   a. Residences in the facility name are entered last name then first name followed by "residence".

      Example: Smith John Residence

      If the same residence name is listed more than once in CEDS, then a locator is added to identify the facility. If two or more residence names are the same and the general locator is the

same, then the locator will include a more specific description such as street address.

Example: Smith John Residence - Main Street

Smith John Residence - Broad Street

Smith John Residence - 123 Main Street

Smith John Residence - 567 Main Street

b. If there are multiple individuals to be listed in the CEDS facility name, then the last names should be entered with no punctuation or symbols followed by a description such as residence, property, estate, etc. Enter the order of the names as they appear in the document or application. In the comment field, enter the full names of the individuals.

Example: Smith Jones Johnson Ball Residence

Agee Rowe Simpson Estate

c. If the last names of all of the individuals do not fit in the name field, enter as many as possible followed by “et al” (no punctuation), and enter the remaining information in the comment field. In the comment field, enter the names of the individuals.

Example: Smith Jones Johnson et al Estate

In the comment field, enter John Smith, Henry Jones, Robert Johnson, Paul Taylor

2. CONTACT NAMES

The contact screen is set up to allow a separate field for each part of an individual's name. Enter each portion of the name in the appropriate field. Do not use any punctuation or symbols.

E. Federal Facilities

Federal facility names are entered as US + department name + hyphen + locator. Use the abbreviation US for United States with all military bases.

Example: US Army - Fort Belvoir

US Navy - Naval Weapons Warfare Center - Dahlgren

US Air Force - Andrews Air Force Base

US Post Office - Deep Creek Station

F. City, County, and Other Localities

The name of the locality is entered followed by a locator. Do not use "of" in the name.

Example: Hanover County - Parks and Recreation

Richmond City – Sanitation Department

Accomac Town – Fire Department

## III. ADDRESS CONVENTIONS

### A. Location

The location field is a text field to enter directions or a general descriptive location as to where the facility or project is located. The description should be simple. If there is no location address for a facility, then a location should be entered if possible. Use the Postal Standard Abbreviations where applicable.

Example: I-64 to 308 E, R on Colony Rd, L on Willow, 2 mi past RR tracks

### B. Location (Physical) Address

1. The physical address of the facility is entered in this field, such as a 911 address. A 911 address is in reference to the address used for an emergency response by the fire and police departments, and medical response units. The address is entered with no punctuation or symbols, and follows the guidelines of the USPS Postal Addressing Standards, Publication 28 (November 2000). Street names are spelled out. Street suffixes such as *road*, *avenue*, and *lane* are abbreviated. Post office box numbers must never be entered in this field.

   Example: 629 E Main St

## ***COMMONLY USED ADDRESS ABBREVIATIONS:***

| | | | |
|---|---|---|---|
| Attention | Attn | Junction | Jct |
| Avenue | Ave | Parkway | Pkwy |
| Boulevard | Blvd | Pike | Pike |
| Branch | Br | Place | Pl |
| ByPass | Byp | Plaza | Plz |
| Center | Ctr | Road | Rd |
| Circle | Cir | Route | Rte |
| Crossing | Xing | Shore | Shr |
| Drive | Dr | Station | Sta |
| Expressway | Expy | Street | St |
| Harbor | Hbr | Suite | Ste |
| Heights | Hts | Turnpike | Tpke |
| Highway | Hwy | | |

*NOTE: See the Appendix C of the USPS Postal Addressing Standards, Publication 28 (November 2000) for a complete listing.*

2. When a street name is the name of a state, country, or direction, the name is spelled out (not abbreviated).

Example: 103 Virginia Ave

520 North St

612 England Rd

3. Numeric street names are entered as the number followed by the appropriate suffix, such as "*-th*", "*-nd*", "*-st*", "*-rd*".

Example: 4513 3rd St

4. Corner addresses can be entered if a specific street number is not available. They are entered as first street name linked by "and" followed by second street name.

Example: 5th and High

5. Unit designators such as *Apartment*, *Suite*, and *Floor* are entered on the same line as the street address if possible.

Example: 629 E Main St Ste 802

If there is not enough room on the street address line, the unit designator is entered on the line above the street address. A mailing address reads most specific to least specific from top to bottom (post office scanners only read the bottom two lines when sorting mail).

Example: Ste 2010

301 University Research Village Pkwy

<u>Common Unit Designators include</u>:

| | |
|---|---|
| Apartment | Apt |
| Building | Bldg |
| Floor | Fl |
| Suite | Ste |
| Unit | Unit |
| Room | Rm |
| Department | Dept |

6. County, State and Local highways as the actual street names are spelled out.

Example: 101 County Road 20

1126 County Highway 140

300 Highway 50

220 Interstate 64

22604 Road 123

7777 State Highway 360

1155 State Route 610

8950 US Highway 70

7. Directionals refer to descriptive information that gives a direction to the address. The following is a list of the directionals and the appropriate abbreviations:

| | |
|---|---|
| North | N |
| South | S |
| East | E |

| | |
|---|---|
| West | W |
| Northeast | NE |
| Northwest | NW |
| Southeast | SE |
| Southwest | SW |

*NOTE: When using two directional words consecutively, consult the Postal Addressing Standards, Publication 28 (November 2000).*

8. If a 911 address is not available, the user may enter a rural route.

Example: RR 2 Box 152

RR 9 Box 23A

C. Mailing Addresses

1. The rules for entering physical addresses apply also to mailing addresses. However, in the mailing address fields, post office box information may be entered. Post office box mailing addresses are entered as follows:

Example: PO Box 243

(Note: No space between **PO**, and "**P**", "**O**", "**B**" are capitalized.)

2. Unit designators in mailing address are entered on the same line as the street address. If there is not enough room on the street address

line, the unit designator is entered on the line above the street address. A mailing address reads most specific to least specific from top to bottom (post office scanners only read the bottom two lines when sorting mail).

Example: 301 Executive Dr Ste 201

**or**

Ste 201

301 Executive Dr

3. Rural routes are entered as follows:

Example: RR 2 Box 152

RR 9 Box 23A

# APPENDIX A – OFFICIAL STATE ABBREVIATIONS

| Agency | Abbr. |
|---|---|
| Accountancy, Board of | BOA |
| Accounts, Dept of | DOA |
| Administration, Secretary of | SOA |
| Aging, Dept for the | VDA |
| Agriculture & Consumer Services, Dept of | VDACS |
| Alcohol Safety Action Program, Commission on | VASAP |
| Alcoholic Beverage Control, Dept of | ABC |
| Arts, Virginia Commission for the | VCA |
| Attorney General, Office of the | OAG |
| Attorney's Services Council, Commonwealth | CASC |
| Augusta Correctional Center | ACC |
| Aviation, Dept of | DOAV |
| Bland Correctional Center | BCC |
| Blind & Vision Impaired, Dept for the | DBVI |
| Blue Ridge Community College | BRCC |
| Brunswick Correctional Center | BWCC |
| Buckingham Correctional Center | BUCC |
| Business Assistance, Dept of | DBA |
| Capitol Police, Dept of | DCP |
| Catawba Hospital | CH |
| Central Region Correctional Field Units | CRCFU |
| Central State Hospital | CSH |
| Central Virginia Community College | CVCC |
| Central Virginia Training Center | CVTC |
| Charitable Gaming Commission | CGC |
| Chesapeake Bay Local Assistance Dept | CBLAD |
| Children & Adolescents, Commonwealth Center for | CCCA |
| Chippokes Plantation Farm Foundation | CPFF |
| Christopher Newport University | CNU |
| Coffeewood Correctional Center | CWCC |
| College of William & Mary | CWM |
| College Savings Plan, Virginia | VCSP |
| Commerce & Trade, Secretary of | SCT |
| Commonwealth, Secretary of the | SOC |
| Community College System, Virginia | VCCS |
| Compensation Board | CB |
| Competition Council, Commonwealth | CCC |
| Conservation & Recreation, Dept of | DCR |
| Cooperative Ext & Agricultural Resources Svc | CEARS |
| Corporation Commission, State | SCC |
| Correctional Center for Women, Virginia | VCCW |

| Agency | Abbr. |
|---|---|
| Correctional Education, Dept of | DCE |
| Corrections, Dept of | DOC |
| Criminal Justice Services, Dept of | DCJS |
| Dabney S. Lancaster Community College | DSLCC |
| Danville Community College | DCC |
| Deaf & Hard-of-Hearing, Dept for the | VDDHH |
| Debt Collection, Div of | DDC |
| Deep Meadow Correctional Center | DMCC |
| Deerfield Correctional Center | DFCC |
| Dillwyn Correctional Center | DWCC |
| Eastern Shore Community College | ESCC |
| Eastern State Hospital | ESH |
| Economic Development Partnership, Virginia | VEDP |
| Education, Dept of | DOE |
| Education, Secretary of | SOE |
| Elections, State Board of | SBE |
| Emergency Management, Dept of | DEM |
| Employment Commission, Virginia | VEC |
| Employment Dispute Resolution, Dept of | EDR |
| Environmental Quality, Dept of | DEQ |
| Finance, Secretary of | SFIN |
| Fire Programs, Dept of | DFP |
| Fluvanna Women's Correctional Center | FWCC |
| Forestry, Dept of | DOF |
| Frontier Cultural Museum of Virginia | FCMV |
| Game & Inland Fisheries, Dept of | DGIF |
| General Services, Dept of | DGS |
| George Mason University | GMU |
| Germanna Community College | GCC |
| Governor, Office of the | GOV |
| Governor's Employment & Training Dept | GETD |
| Greensville Correctional Center | GRCC |
| Gunston Hall Plantation | GH |
| Haynesville Correctional Center | HCC |
| Health & Human Resources, Secretary of | SHHR |
| Health Professions, Dept of | DHP |
| Health, Dept of | VDH |
| Higher Education, State Council of | SCHEV |
| Highland Community College, Virginia | VHCC |
| Hiram W. Davis Medical Center | HDMC |
| Historic Resources, Dept of | DHR |

| Agency | Abbr. |
|---|---|
| House of Delegates of Virginia | HDEL |
| Housing & Community Development, Dept of | DHCD |
| Human Resource Management, Dept of | DHRM |
| Human Rights, Council on | CHR |
| Indian Creek Correctional Center | ICCC |
| Information Providers Network Authority, Virginia | VIPNET |
| Information Technology, Dept of | DIT |
| Internal Auditor, Dept of the State | DSIA |
| J. Sargeant Reynolds Community College | JSRCC |
| James Madison University | JMU |
| James River Correctional Center | JRCC |
| Jamestown-Yorktown Foundation | JYF |
| John Tyler Community College | JTCC |
| Joint Legislative Audit & Review Commission | JLARC |
| Juvenile Justice, Dept of | DJJ |
| Keen Mountain Correctional Center | KMCC |
| Labor & Industry, Dept of | DOLI |
| Legislative Automated Systems, Div of | DLAS |
| Legislative Services, Div of | DLS |
| Liaison Office, Virginia | VLO |
| Library of Virginia | LVA |
| Local Government, Commission on | CLG |
| Longwood College | LC |
| Lord Fairfax Community College | LFCC |
| Lottery Dept, State | SLD |
| Lt Governor, Office of the | LTGOV |
| Lunenburg Correctional Center | LCC |
| Marine Resources Commission | MRC |
| Marion Correctional Treatment Center | MCTC |
| Mary Washington College | MWC |
| Mecklenburg Correctional Center | MCC |
| Medical Assistance Services, Dept of | DMAS |
| Melchers-Monroe Memorials | MMM |
| Mental Health, Retard & Subst Abuse Svcs, Dept of | DMHMRSAS |
| Military Affairs, Dept of | DMA |
| Milk Commission | SMC |
| Mines, Minerals & Energy, Dept of | DMME |
| Minority Business Enterprise, Dept of | DMBE |
| Motor Vehicle Dealer Board | MVDB |
| Motor Vehicles, Dept of | DMV |
| Mountain Empire Community College | MECC |
| Museum of Fine Arts, Virginia | VMFA |
| Museum of Natural History, Virginia | VMNH |
| Natural Resources, Secretary of | SNR |
| New River Community College | NRCC |

| Agency | Abbr. |
|---|---|
| Norfolk State University | NSU |
| Northern Region Correctional Field Units | NRCFU |
| Northern Virginia Community College | NVCC |
| Northern Virginia Mental Health Institute | NVMHI |
| Northern Virginia Training Center | NVTC |
| Nottoway Correctional Center | NCC |
| Old Dominion University | ODU |
| Parole Board, Virginia | VPB |
| Patrick Henry Community College | PHCC |
| Paul D. Camp Community College | PDCCC |
| People with Disabilities, Virginia Board for | VBPD |
| Piedmont Geriatric Hospital | PGH |
| Piedmont Virginia Community College | PVCC |
| Planning & Budget, Dept of | DPB |
| Port Authority, Virginia | VPA |
| Powhatan Correctional Center | PCC |
| Powhatan Reception & Classification Center | PRCC |
| Professional & Occupational Regulation, Dept of | DPOR |
| Public Safety, Secretary of | SPS |
| Racing Commission, Virginia | VRC |
| Radford University | RU |
| Rail & Public Transportation, Dept of | DRPT |
| Rappahannock Community College | RCC |
| Red Onion Correctional Center | ROCC |
| Rehabilitation Center for the Blind, Virginia | VRCB |
| Rehabilitative Services, Dept of | DRS |
| Resources Authority, Virginia | VRA |
| Retirement System, Virginia | VRS |
| Richard Bland College | RBC |
| Rights of Virginians with Disabilities, Dept for the | DRVD |
| School for Deaf & Blind at Hampton, Virginia | VSDBH |
| School for Deaf & Blind at Staunton, Virginia | VSDBS |
| Science Museum of Virginia | SMV |
| Senate of Virginia | SEN |
| Social Services, Dept of | DSS |
| Southampton Correctional Center | SHCC |
| Southampton Reception & Classification Center | SRCC |
| Southeastern Virginia Training Center | SEVTC |
| Southern Virginia Mental Health Institute | SVMHI |
| Southside Virginia Community College | SSVCC |
| Southside Virginia Training Center | SVTC |
| Southwest Virginia Community College | SWVCC |
| Southwest Virginia Higher Education Center | SWHEC |
| Southwestern Virginia Mental Health Institute | SWMHI |
| Southwestern Virginia Training Center | SWVTC |

| Agency | Abbr. |
|---|---|
| St. Brides Correctional Center | SBCC |
| State Police, Dept of | VSP |
| Staunton Correctional Center | STCC |
| Substance Abuse Prevention, Office of | SAPO |
| Sussex 1 Correctional Center | SOCC |
| Sussex 2 Correctional Center | SSTCC |
| Taxation, Dept of | TAX |
| Technology Planning, Dept of | DTP |
| Technology, Secretary of | SOTECH |
| Thomas Nelson Community College | TNCC |
| Tidewater Community College | TCC |
| Tobacco Commission | TC |
| Tobacco Foundation | TF |
| Tourism Authority, Virginia | VTA |
| Transportation, Dept of | VDOT |
| Transportation, Secretary of | STO |
| Treasury, Dept of the | TD |
| University of Virginia | UVA |
| Veterans Affairs, Dept of | DVA |
| Veterans Care Center Board of Trustees, Virginia | VVCC |
| Virginia Commonwealth University | VCU |
| Virginia Institute of Marine Science | VIMS |
| Virginia Military Institute | VMI |
| Virginia State University | VSU |
| Virginia Tech | VT |
| Virginia-Israel Advisory Board | VIADB |
| Wallen's Ridge Correctional Center | WRCC |
| Western Community College, Virginia | VWCC |
| Western Region Correctional Field Units | WRCFU |
| Western State Hospital | WSH |
| Woodrow Wilson Rehabilitation Center | WWRC |
| Workers' Compensation Commission, Virginia | VWC |
| Wytheville Community College | WCC |

## APPENDIX B

## NAMING CONVENTION EXAMPLES

| CORRECT | INCORRECT |
|---|---|
| Dominion Virginia Power – Clinch Valley | VA Power |
| Saint Christophers School | St Christopher School |
| Test Facility | TEST FACILITY |
| 7 Eleven 1234 | 7-Eleven #1234 |
| The Little Oil Company | The Little Oil Co |
| Doe John A Residence | Doe, John A. Residence |
| VDOT - Ashland Area Headquarters | VDOT-Ashland Area Hdq |
| JRCC | James River Correctional Center |
| Exxon 1234 | Exxon Station #1234 |
| Exxon - Parham Rd | Exxon Station |
| US Army - Fort Lee | Ft. Lee- US Army |
| Richmond City - Town Hall | Richmond City of Town Hall |
| ESH | Eastern State Hospital |
| Henrico County Government Center | Henrico County  Henrico County Government Center |
| Saint Catherines Catholic School | St. Catherine's Catholic School |

| Facility Names to be used for gas stations/service stations<br><br>(to be followed by station identifiers) |
|---|
| |
| BP Amoco |
| Chevron |
| Crown |
| Fas Mart |
| Getty Mart |
| Mobil |
| Phillips 66 |
| Texaco |

## ADDRESS CONVENTION EXAMPLES

| CORRECT | INCORRECT |
|---|---|
| PO Box | P.O. BOX; Po Box  or P O Box |
| Rd, Dr, Ln, Ave, Pkwy, Tpke, Trl | ALL CAPS or Spelled out |
| Highway 301 | HWY 301 or Hwy 301 |
| Route 615 | Rt 615 or Rte 615 or |
| RR 3 Box 8 | Rural Route 3, Box 8 |
| 5213 Jefferson Davis Hwy | 5213 Jefferson Davis Highway or 5213 Jeff Davis Hwy |
| 211 North Ave | 211 N Ave |

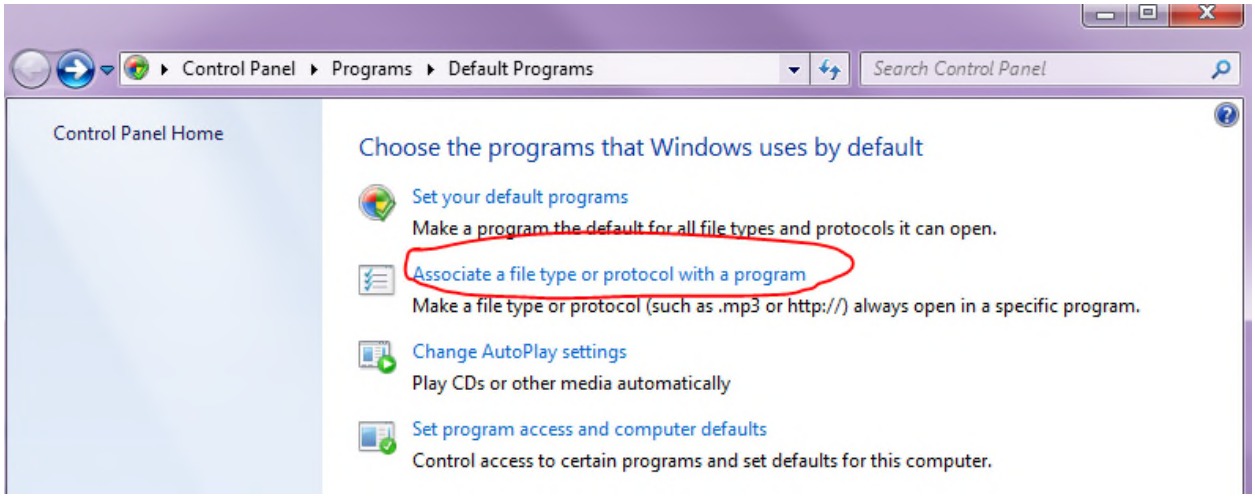
## *Appendix B- How to Edit Automated Compliance Letters Using NUANCE Power PDF Advanced*

Routine editing of the observation and legal requirement language of the compliance letters is highly discouraged since the canned language has been standardized and panel reviewed. However, there are situations when other items in the letter may need editing, such as the following:

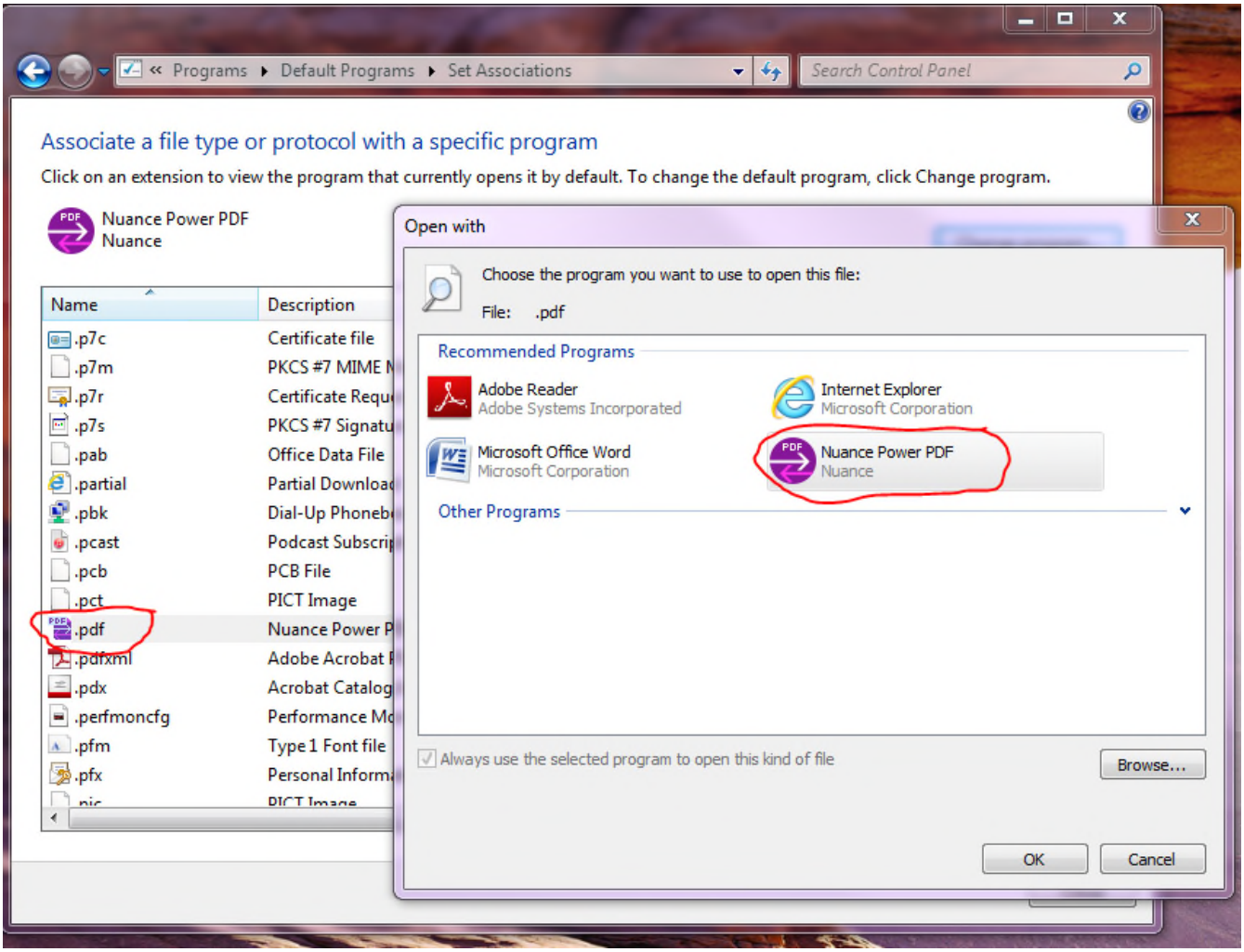
1. The signature line of the closing must be entered for all NOVs.
2. The DEQ staff contact information differs from the person indicated in the CEDS DEQ staff name field.
3. Someone other than the CEDS indicated DEQ staff person signs the letter.
4. The letter is mailed certified mail.

## Procedures

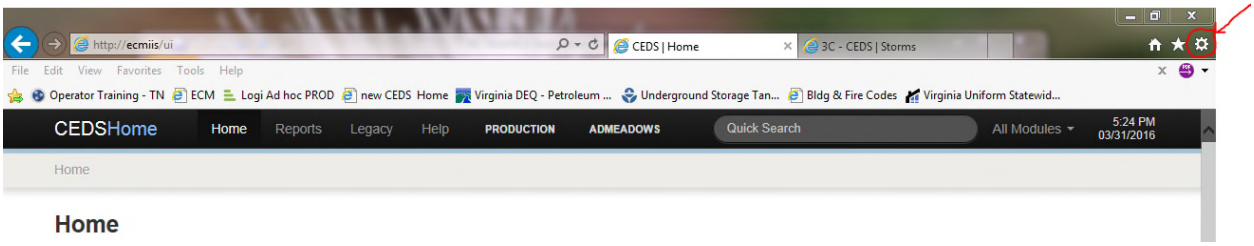
1. You may wish to set Nuance as your default PDF reader. From the start menu, choose "Default Programs". Then choose "Associate a file type or protocol with a specific program".



Next, scroll down and choose the document extension ".pdf". Then, choose "Nuance Power PDF" program. Click "OK". Your pdf documents will now automatically open in Nuance.



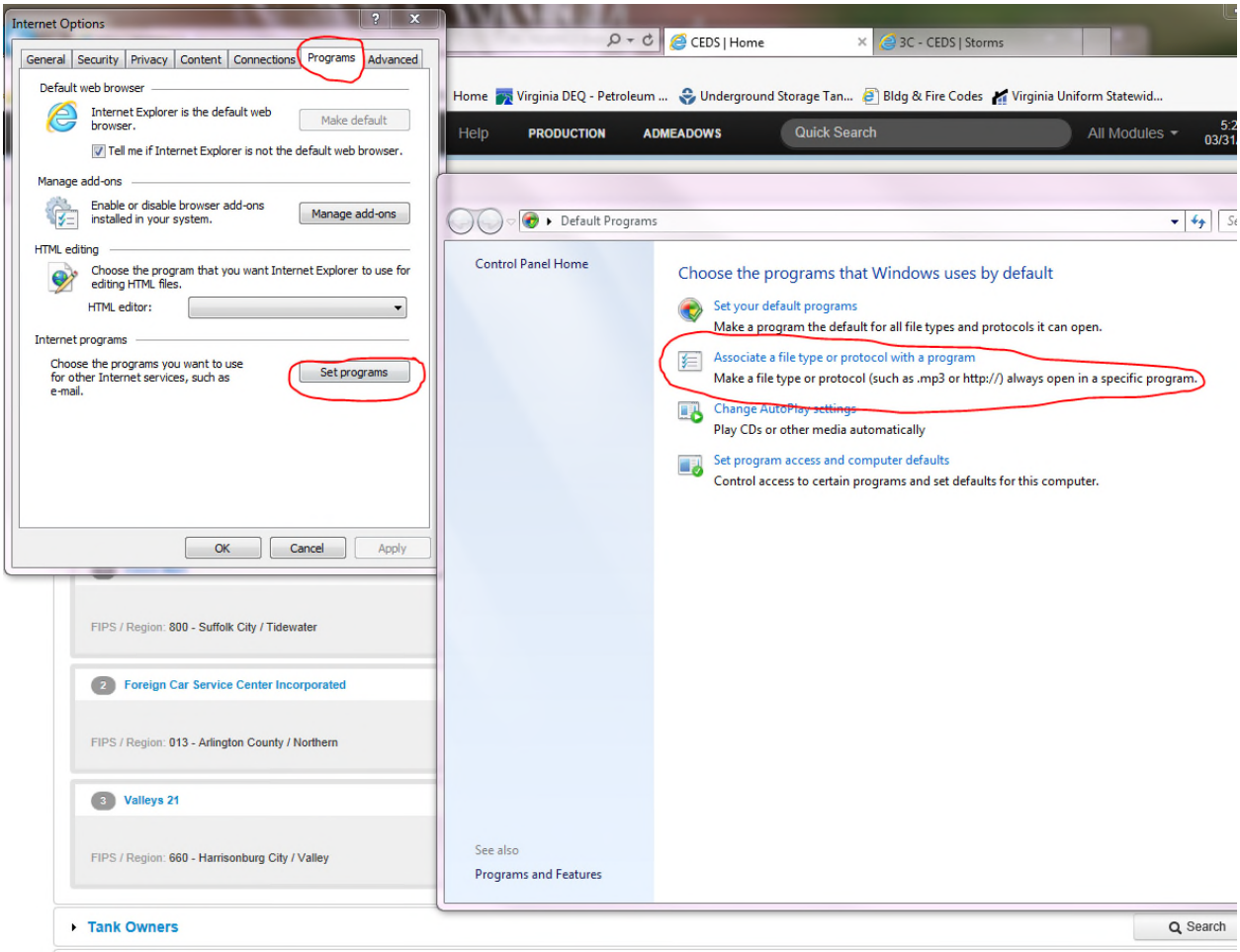

2. Ensure your internet browser settings are correct so your document opens in Nuance and not your web browser. In Internet Explorer, choose the tools icon at the top right hand corner of the screen:




3. Choose Internet Options from the drop down menu.

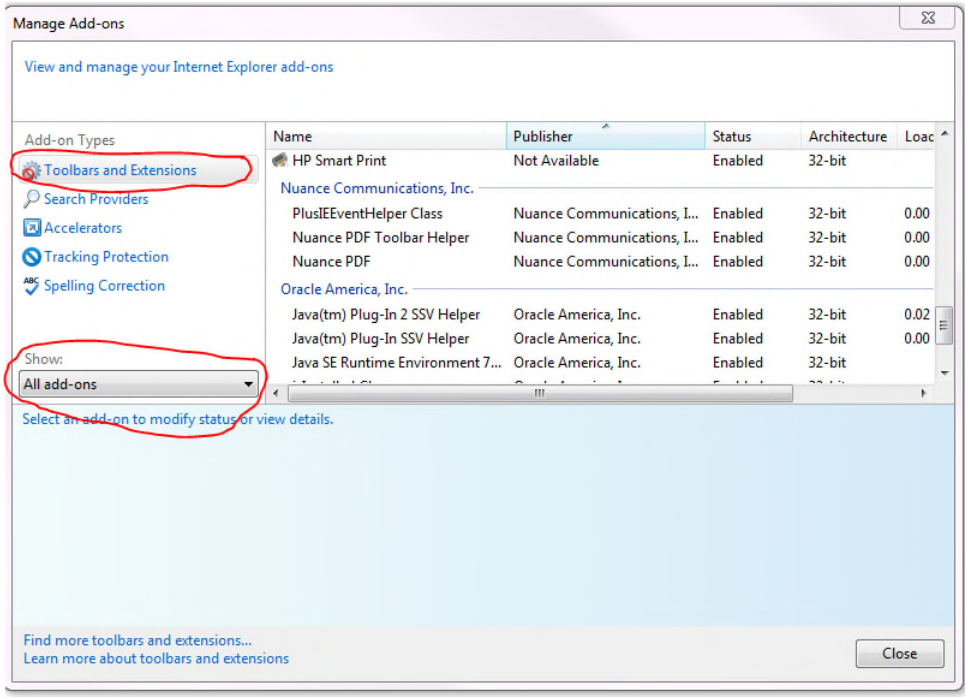
- Then, choose the Programs tab.

- Click “Set Programs” and follow the instructions above in #1 to associate a file type or protocol with a program.



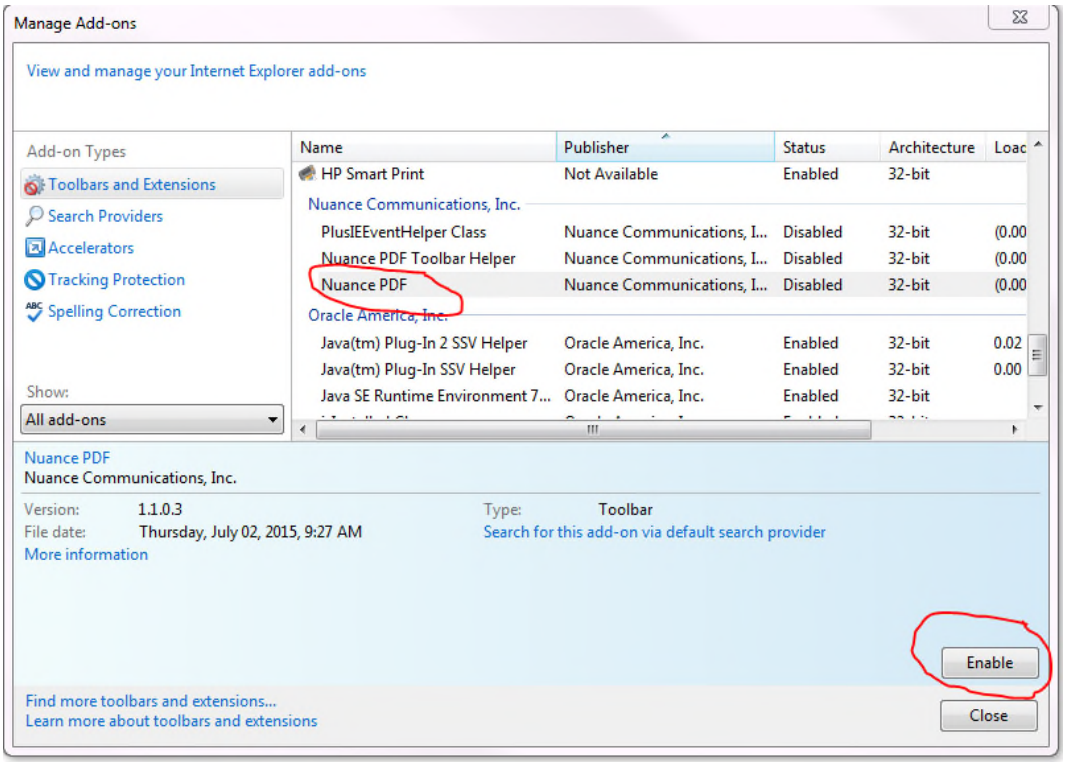

4. From the toolbar menu choose the **Tools** tab, and then choose **Manage Add**-ons.

5. Under Add-on types, select **Toolbars and Extensions**.
6. In the Show menu, select, **All Add-ons**.

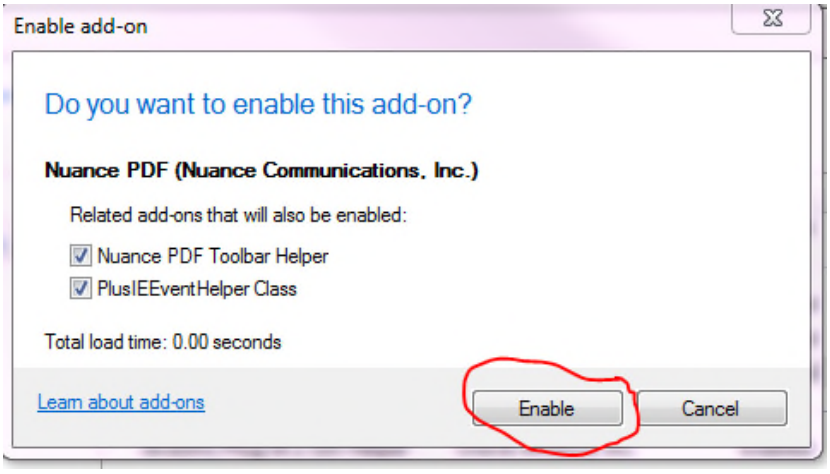



7. In the list of add-ons, select **Nuance PDF**.

8. Click the "**Enable"** button. This will set Nuance PDF to open PDFs in the internet browser. If your button indicates **Disabled**, then Nuance has already been set as your PDF reader for Internet Explorer.




9. A pop up window will appear asking you want to enable two other add-ons. Choose **Enable** so all associated Nuance add-ons will be enabled. Then close the window.

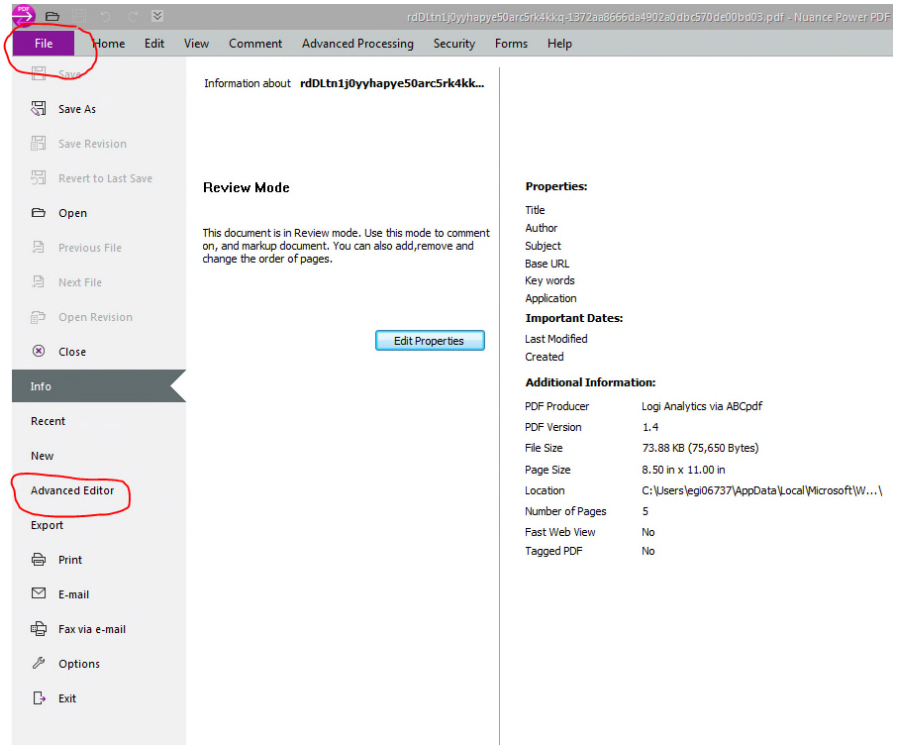



You are now ready to generate editable automated UST compliance letters from CEDS.

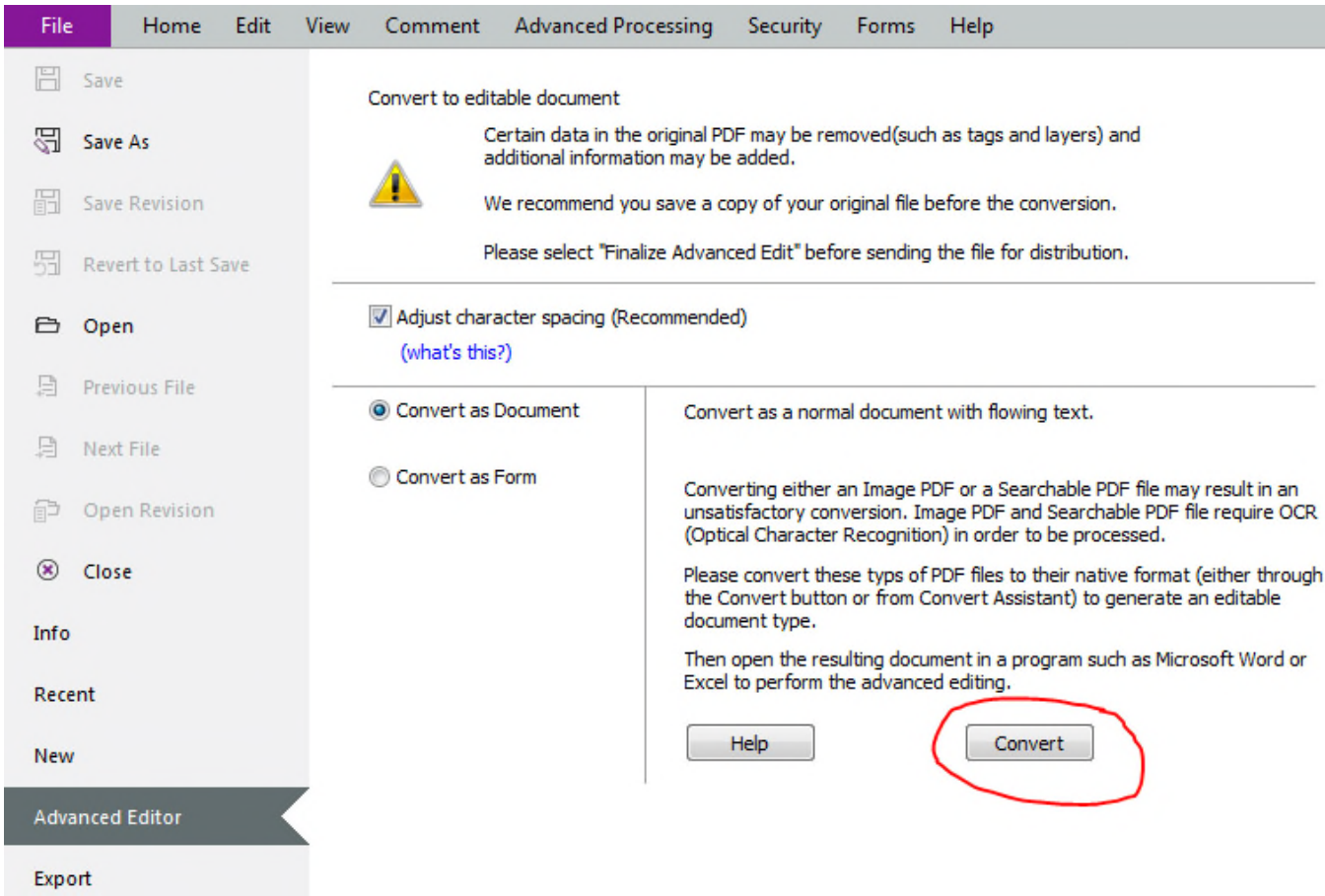
10. From the CEDS Tanks Generate Letter screen, click “Save and Print” to open the automated letter. The compliance should automatically open in Nuance if Steps 1 and 2 were followed.

11. Enter the “Advanced Edit” mode in Nuance by:

- Choosing “File” from the menu bar, then
- Clicking on the Advanced Editor option from the left hand menu.

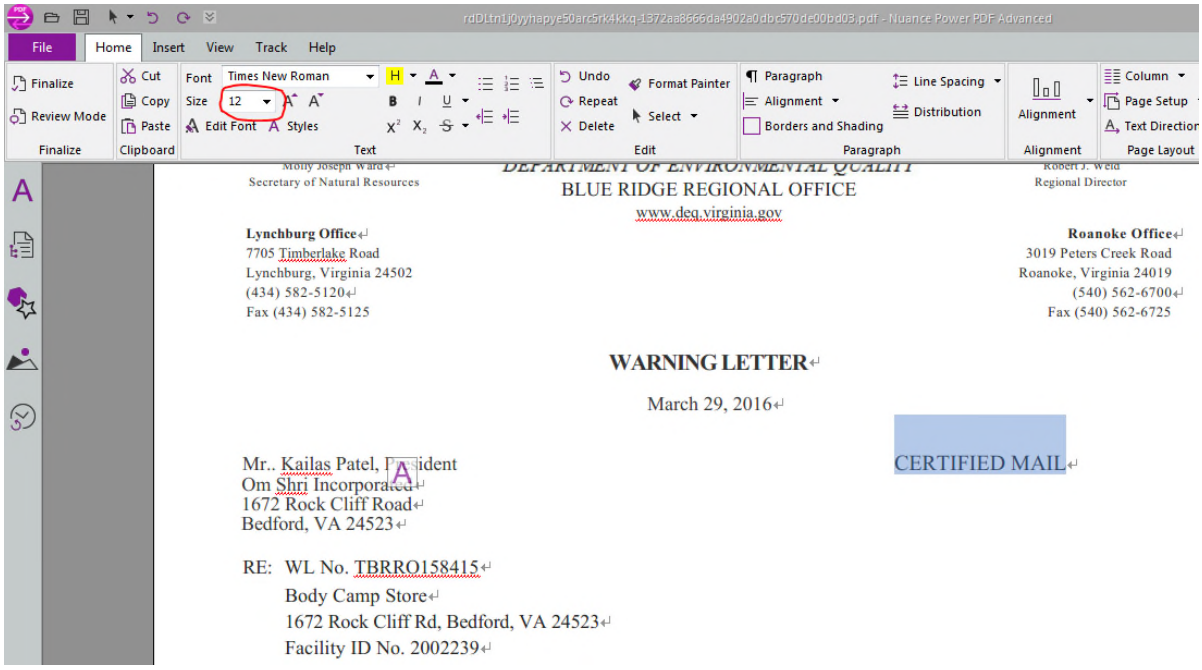



The Convert Document window will appear. Ensure that “Convert as Document” is marked. Click “Convert” at the bottom right. This will convert the document to an editable pdf document. You will now be able to type directly on the letter and use formatting functions similar to Microsoft Office.

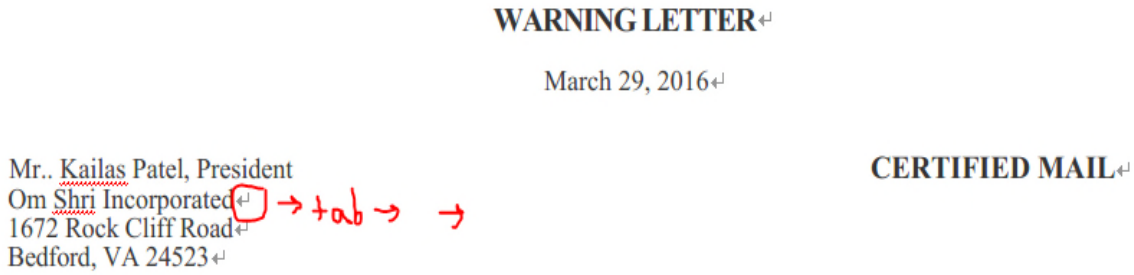



12. In order to add text to the document, simply place your cursor where the new text should be added and begin typing. Delete, cut, and paste the same way you perform these actions in Microsoft Word.

13. If needed, you may change the font of the signature line to Times New Roman, 12 point to match the letter font. You change the font the same way you change fonts in MS Word.

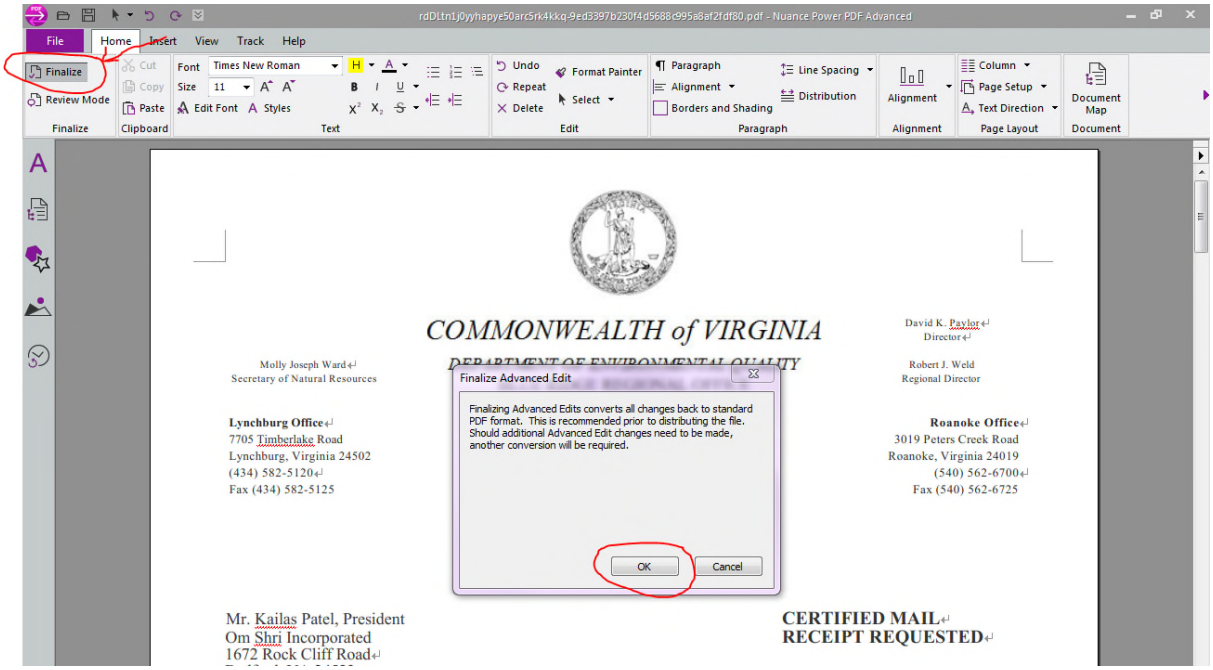


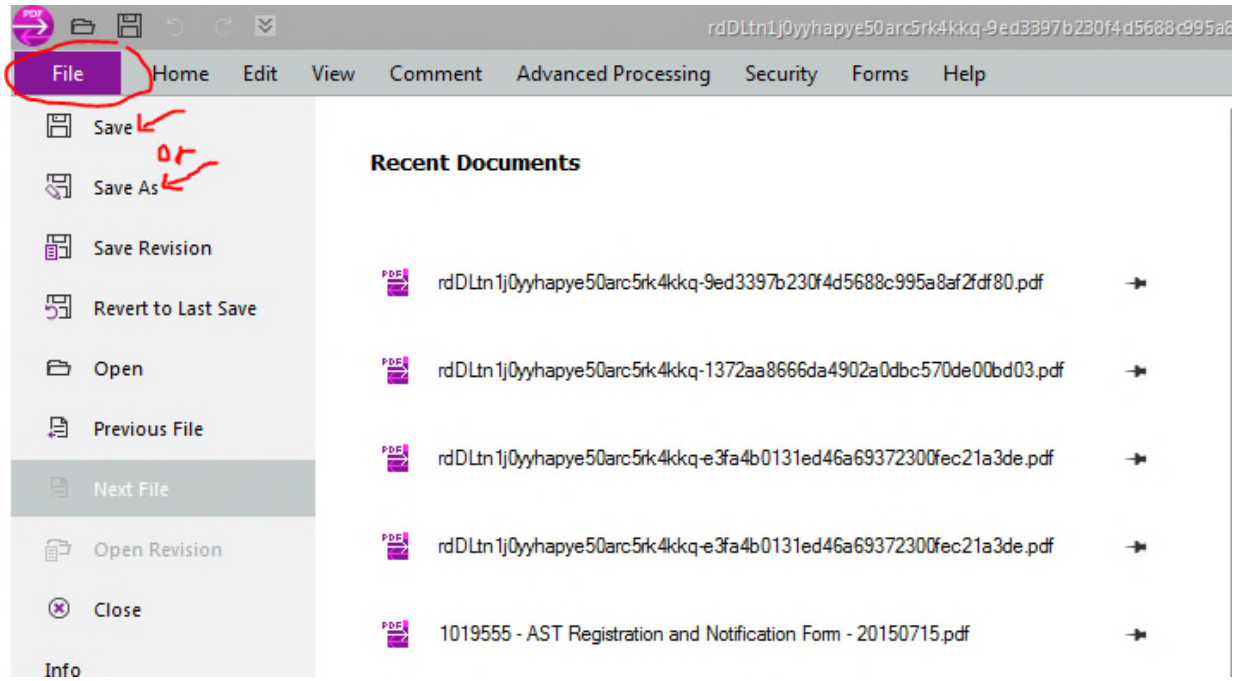

14. You may add "Certified Mail" to the letter by placing your cursor after the owner title (Owner, President, Treasurer, etc.), but before the Return symbol ( ) and tab over to the right margin. Then, type the appropriate text. "Receipt Requested" may be added by placing the cursor on the next line after the owner name, but before the Return symbol ( ) and tab over to the right margin.




15. The contact name at the end of the letter may easily be changed by placing the cursor just after the text that needs to be edited. Then backspace to delete the text and type new text just as you would in Microsoft Word.

16. After you have completed editing the letter, you must finalize the advanced edit by clicking Finalize on the menu bar.




17. Then Save the document by choosing File from the menu bar then Save As. Rename the document for clarity.