

Can (or should) I change a UST Tank ID Number?

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Answer: CERS allows it but the tank ID number should never be changed except in very unusual circumstances. Tank records cannot be deleted, so when a UPA accepts a submittal that includes a change to the UST Tank ID number, CERS counts the new Tank ID number ***as an additional tank***.

CERS allows a business user to change a UST tank ID. The user selects the 'edit' button and gets the following warning pop-up warning screen that allows the user to change the ID number.

CERS Business

Home Submittals Facilities Compliance My Business

UST Tank Information/Monitoring Plan: Dans Test Site

Home » Prepare Submittal (10138123) » UST UST Tank Information/Monitoring Plan (Draft)

Instructions/Help

Use this form to enter data for new UST systems or revise data for an existing UST system. You must complete a separate form for each affected tank. For tanks that are part of a compartmentalized unit, each compartment is considered a separate tank. This information is required within 30 days of permit or facility information changes, unless your local agency requires approval prior to making the changes. The former paper version of this form was called "UST Operating Permit Application-Tank Information" (Form B).

Discard Copy from Other UST Tank Save Cancel

Type of Action

Type of Action (UST Tank) *

Confirmed/Updated Information New Permit Renewal Permit Temporary UST Closure UST Permanent Closure on Site UST Removal

Facility Information

Dans Test Site
123 Main St
Soquel, CA 95073

Tank Description

Tank ID # 1

Date UST System Installed *

Tank Configuration *

A Stand-alone Tank One in a Compartmented Unit


Tank Manufacturer *

Date Existing UST Discovered *

Number of Compartments in the Unit *

1

Edit Tank ID

 The Tank ID is used in local and state reporting systems to identify your tank(s). If you have previously submitted this Tank ID, do not change it without consulting with your local regulator.

Edit Tank ID

Tank ID # *

1

Problem: When a UPA accepts a submittal that includes a change to the UST Tank ID number, CERS counts the new Tank ID number ***as an additional tank***. For example, a UPA has accepted a submittal with three tanks with tank IDs 01, 02, and 03. Subsequently the business makes a submittal and changes

the tank ID numbers to tanks 1, 2 and 3, deleting the leading zero for each. Once the UPA accepts this new submittal, CERS counts these three tanks separately from tanks 01, 02 and 03 so the tank count in CERS is six tanks for the site even though they only have three tanks.

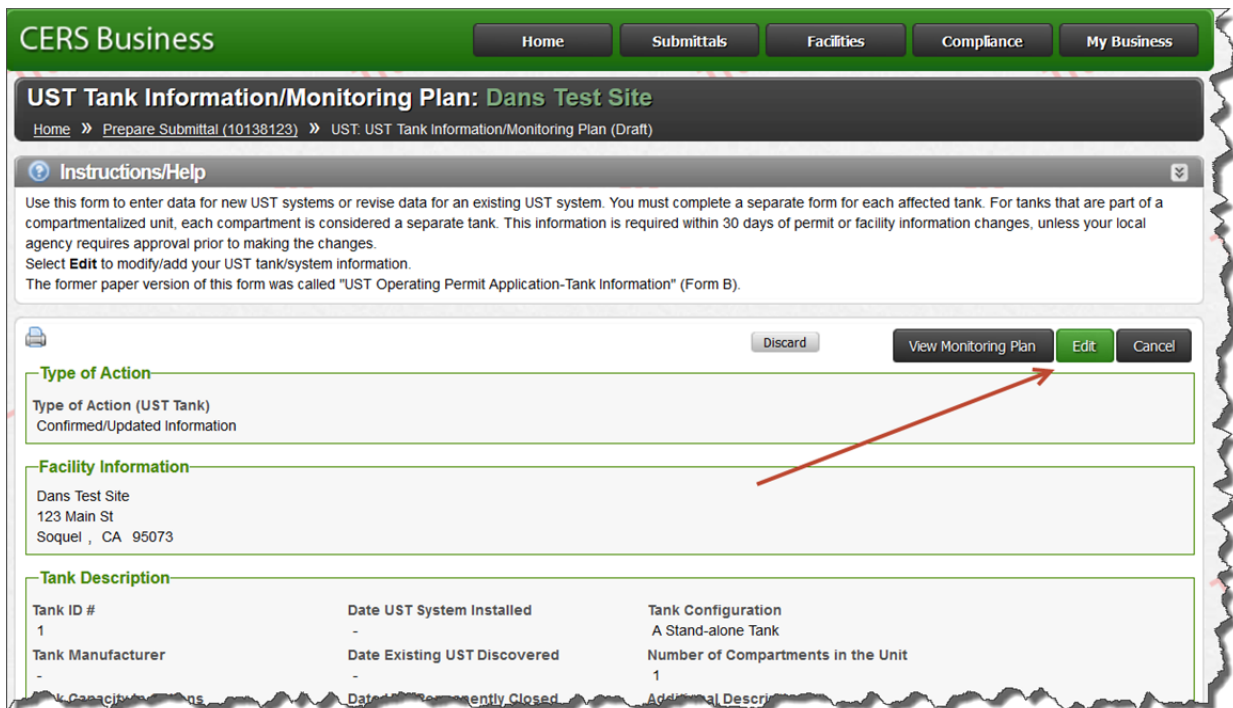
Business confirmation process for renumbered tanks:

If the facility has reported new tank ID numbers for existing tanks and the UPA has accepted the submittal, the facility will need to make a subsequent submittal to provide notification that some tank IDs have been changed and, as a result, CERS incorrectly reports the number of tanks. **Because tank records cannot be removed from CERS the appropriate tank record(s) should be updated to permanently close as shown below. Talk with your CUPA or Participating Agency before proceeding.**

- Business User starts the submittal process and selects the tank record to be closed from their most recent accepted submittal. They can also select the 'edit' button on the right to skip the next step.



- If the tank was selected, now select the 'edit' button.



- Check the 'UST Permanent Closure on Site' option.
 - Add a comment to the 'additional description' field such as:
 - This tank closure is only to correct a reporting discrepancy – the physical UST is not being closed. This Tank ID will no longer be used for reporting. It has been replaced with a new Tank ID xxx (Enter the correct Tank ID to be used for future reporting.)
 - Note: It is also recommended that a similar comment be entered into the 'Additional Description' field for the correct Tank ID record so that in the future both records correctly identify the relationship between the two Tank ID numbers.

The screenshot shows a web form for UST reporting. At the top, there are buttons for 'Discard', 'Copy from Other UST Tank', 'Save', and 'Cancel'. The 'Type of Action' section has radio buttons for 'Confirmed/Updated Information', 'New Permit', 'Renewal Permit', 'Temporary UST Closure', 'UST Permanent Closure on Site' (which is selected), and 'UST Removal'. The 'Facility Information' section contains the address: 'Dans Test Site, 123 Main St, Soquel, CA 95073'. The 'Tank Description' section includes fields for 'Tank ID #' (1), 'Date UST System Installed', 'Date Existing UST Discovered', 'Date UST Permanently Closed', 'Tank Capacity In Gallons' (5000), 'Tank Configuration' (A Stand-alone Tank), and 'Number of Compartments in the Unit' (1). A red arrow points from the selected 'UST Permanent Closure on Site' option to the 'Additional Description' text area.

- Enter a Permanent Closure date.

This screenshot is similar to the previous one, but the 'Date UST Permanently Closed' field is now populated with the date '11/1/2015'. A red arrow points from the selected 'UST Permanent Closure on Site' option to this date field.

Then select the 'save' button and complete the submittal process.