

STANDARD OPERATING PROCEDURE¹
FOR HANDLING AND REVIEWING
SITE-SPECIFIC INSTALLATION PERMIT APPLICATIONS

DIVISION OF STORAGE TANKS
BUREAU OF ENVIRONMENTAL CLEANUP AND BROWNFIELDS
NOVEMBER 14, 2012

¹ **DISCLAIMER:** The process and procedures outlined in this Standard Operating Procedure (SOP) are intended to supplement existing requirements. Nothing in the SOP should affect regulatory requirements. The process, procedures and interpretations herein are not an adjudication or a regulation. There is no intent on the part of DEP to give the rules in this SOP that weight or deference. This document establishes the framework within which DEP will exercise its administrative discretion in the future. DEP reserves the discretion to deviate from this policy statement if circumstances warrant.

**PA Department of Environmental Protection
Division of Storage Tanks**

Procedural Section

1.0 Purpose

This Standard Operating Procedure (SOP) documents the procedures for handling Site-Specific Installation Permit (SSIP) applications. These procedures include document review, entry of information into the Pennsylvania Department of Environmental Protection's (the Department) data system (eFACTS), coordination with regional offices and notification to the applicant concerning application deficiencies and the final decision.

1.1 Applicability

The Storage Tank Registration, Permitting & Certification Section receives approximately 25 SSIP applications (See Chapter 245, Subchapter C) each year. These completed applications must be reviewed and approved prior to the construction, reconstruction, or installation of certain classes of storage tanks. Tanks that require an SSIP include:

- New aboveground storage tanks (AST) with a capacity greater than 21,000 gallons
- New large AST facilities (aggregate AST capacity greater than 21,000 gallons)
- New underground field-constructed storage tanks
- New highly hazardous substance tanks greater than 1,100 gallons

1.2 Summary of Procedures

All SSIP applications received by the Division are routed to the Registration, Permitting & Certification Section. The applications are stamped with the date that they were received and given an identification number. Each application is entered into eFACTS. The application is reviewed to determine if it meets the completeness requirements found in 25 PA Code Chapter 245, Subchapter C. Complete applications are reviewed by Central Office and regional staff to determine compliance with permitting application requirements. The application review process and final decision are tracked in eFACTS. The Department notifies the applicant if the application is deficient, approved or denied and the reason for any denials.

1.3 Application Review Process

1.3.1 Completeness Review.

The Completeness Review must be performed within 10 business days of application receipt, per Technical Guidance 021-2100-001, Policy for Implementing the Department of Environmental Protection (Department) Permit Review Process and Permit Decision Guarantee.

A. Requirement Check

1. Begin with a cursory review of the application package. It must be stamped with the date it was received.

2. Create a folder for the application, and file in the pending SSIP rack.
3. Complete the following forms for the application. These forms will ensure that all areas of the application are reviewed:
 - a. Completeness Review Checklist (Appendix C) – This checklist is also included in the SSIP application package for reference by the applicant.
 - b. Application Tracking Log (Appendix D)
 - c. Routing Receipt (Appendix E)
4. Make sure two copies of the entire application were submitted.
5. Compare the fee submitted by check to the list of tanks and capacities included in the application. Proper fee calculation is outlined in the SSIP instructions (Appendix B). Make a photocopy of the check for the file and place the original in the safe. Once the application is deemed complete, the check can be transmitted to the comptroller.
6. Review the General Information Form (GIF), which must be submitted with every SSIP application. Check to see that an authorized signature is on the form. Section G of the GIF, Time Schedules, should be completed. All other sections must be completed or deemed non-applicable.
7. Review the SSIP application, Part I (Appendix A). Check to see that Section VI, Certification of General Requirements, has been *hand-initialed* by a company official and also signed by a company official. Consultants may not sign this section of the form.
8. Check to see that county and municipality notification letters were sent, and that copies of these letters and proof of receipt are included in the application. These letters should specifically mention the installation of storage tanks at the facility and the submittal of an SSIP application to the Department.
9. The facility submitting the SSIP must have a current Spill Prevention and Response Plan (SPRP) on file with the appropriate DEP regional office, as required in 25 Pa. Code §245.232(b)(1). For purposes of the completeness review, a current SPRP will include the proposed tank systems listed on the SSIP application. If the SPRP was not included with the application, contact the regional storage tanks chief to see if there is a current version on file. Provide the region a response deadline so that the 10-day review period is not exceeded.
10. Check to see that the applicant included an environmental assessment in the application as required in 25 Pa. Code §245.235, if applicable. This is only a requirement for new large ASTs at new large AST facilities.
11. For applications requiring Part II mapping, check the plot plan and topographical map to make sure the items listed on the checklist are included. The plot plan must be sealed by a PA-licensed professional engineer, geologist, or land surveyor.
12. If all sections are complete, fill in the subtask under the Completion Review task in eFACTS. The code used will be AC (Begin/End Completion Review). If the application is not complete in any of the above categories, return the application package with a letter itemizing the deficiencies. The applicant will need to re-submit. Minor deficiencies may be remedied through a telephone call or email, without the need to return the permit application, but should be remedied quickly. The completion review should occur within 10 business days of application receipt.

B. Data Input

1. The client, site, and application must be entered into the eFACTS system. See the appropriate eFACTS user guides for performing these tasks.
2. If the application is concurrent with another application for the same project, (i.e., the applicant submitted an application for an air permit for the tank) and the GIF is the same, then the same application (APS) number can be used with a new Authorization for the SSIP. If the application is separate from any existing in eFACTS, then a new APS (project) must be generated. Check with the appropriate Assistant Regional Director (ARD) if unsure.
3. Creation of the APS and authorization will start the review clock, beginning with the date of completion review.
4. The application review process is managed through the Tasks screen. Each point of the review process is reflected on that screen as a subtask under the Completion Review or Technical Review tasks. Dates at which each point starts and ends are recorded. These steps (subtasks) are described below:

Subtask	Description	Position
AC	Begin/End (B/E) Application Completeness Review	C.O. AA1
DENC	Application incomplete; application denied	C.O.
GTR	B/E General Technical Review	C.O. SWPS
SAN	B/E Sanitarian Review	C.O. SWPS
SCR	B/E Section Chief Review	C.O. EGM
OIR	B/E Other Staff Review	Regional staff
OER	B/E Other External Review	Contracted P.E.
CHR	Compliance History Review	Region
BN	Publish <u>PA Bulletin</u> Notice	C.O.
BNC	Submit <u>PA Bulletin</u> Notice/End Comment Period	C.O.
DR	Decision Review	C.O. EPM
PAC	Pending Other Agency Comments/Approvals	C.O. (rare w/ SSIP)
ROV	Pending Resolution of Violations/Compliance Actions	Region/C.O.
SDN	Send Deficiency Notice (application now out of PDG)	C.O. SWPS or EGM
ELEV	Response to Technical Deficiency not Sufficient; Elevated Review	C.O. EGM
DENT	Application Technically Deficient; Application Denied	C.O.

C. Correspondence

1. The unit supervisor will send an email to the appropriate regional storage tanks supervisor informing them that a copy of the SSIP application package is being sent to them for review. This email will give them a date for when the review comments are due back to central office. The normal timeframe for regional review is 20 business days.
2. A memo (see Appendix F) is sent to the ARD of the appropriate region. This memo notifies them of the permit application, and also informs them if there are possible coordination or land use issues due to the answers given on the GIF.

D. Pennsylvania Bulletin

Notice of receipt of an SSIP application is published in the PA Bulletin for new facilities. The format of this notice is found in Appendix G. Central Office staff will create a notice and place in the network folder for PA Bulletin submissions. Check the PA Bulletin to note when the notice is actually published. The permit cannot be approved until at least 30 calendar days following publication in the PA Bulletin. This time period is given for public comment on the project. Any comment received should be handled per guidance from the Policy Office and program attorneys. A comment/response document and/or public meeting may be required.

1.3.2 Technical Review

Technical review of the SSIP application must be performed within 72 business days of being deemed complete, per Technical Guidance 021-2100-001, Policy for Implementing the Department of Environmental Protection (Department) Permit Review Process and Permit Decision Guarantee, Appendix A.

A. Central Office

1. The technical review is performed to ensure the applicant has addressed all aspects listed in the regulations and on the SSIP instructions. The reviewer (Solid Waste Program Specialist, SWPS) should keep a log sheet in order to note any items that are deficient or require further review.
 - a. Any geotechnical analysis or engineering analysis should be copied and forwarded to a division, bureau, regional, or contracted Professional Geologist (P.G.)/Professional Engineer (P.E.) for professional review.
 - b. An environmental assessment as detailed in 25 Pa. Code §245.235 must be included in those situations that require it; see 25 Pa. Code §245.231(b).
2. Siting requirements review
 - a. Must meet requirements of 25 Pa. Code §245.234.
 - b. Check that the applicant has demonstrated that the facility or tank is not located within the 100-year floodplain, or that it meets the exemption as noted in the application. Location within the floodplain is grounds for denial of the permit.
 - c. The applicant must acknowledge the statement regarding whether all or part of the tank system or facility is located in a wetland. If

- the tank system or facility is located in a wetland area, a 25 Pa. Code Chapter 105 permit may be necessary.
- d. Geological Considerations – if any of these statements are marked yes, the applicant must include a PA-registered P.E. or P.G.-sealed geological investigation and analysis. If the analysis indicates any problems, it must also include foundation engineering solutions to mitigate the problem. Detailed review of the analysis must also be reviewed by a P.E. or P.G., as appropriate.
3. Environmental Assessment review – Each concern listed in the application instructions must be covered. Any concern that is potentially affected by the project must include a statement regarding how the facility is mitigating the potential effect.
- a. *Community water supply.* The applicant should identify where the neighboring property owners obtain their water. If the water source is a community supply, they should include evidence of that in the assessment. If the water supply source is within 2,500 feet of the project, it must be noted.
 - b. *Private water supplies.* Water wells within 2,500 feet of the project must be plotted on the topographic map. The PA Groundwater Inventory listing, available on eMAP PA, is sufficient for this task.
 - c. *Wetlands.* The applicant should show evidence that wetlands do not exist at this site, or downgradient within the vicinity of the site. For purposes of this permit, the investigation does not have to be highly in-depth. If the applicant shows evidence that wetlands on the site are possible, further investigation should be done. Identification of wetlands on site may lead to a 25 Pa. Code Chapter 105 permit, which is handled through the Dams, Waterways and Wetlands program. If wetlands are found on or in the vicinity of the site, a statement should be provided detailing steps that will be taken to prevent a release to the wetlands.
 - d. *Critical or unique wildlife habitats or endangered/threatened species.* The basis of this investigation is the Pennsylvania Natural Diversity Inventory (PNDI) search. This search is available to the public on the internet at <http://www.naturalheritage.state.pa.us>. The applicant or consultant should follow the provided directions and produce a receipt from the search. This receipt, which must be included in the permit application, will note any potential impacts and the agency with jurisdiction over that impact. If an impact is noted, further inquiry to the appropriate agency must be documented and submitted. The appropriate agency will usually dictate any mitigation measures necessary.
 - e. *Historical or archeological sites.* A response letter from the PA Historical and Museum Commission is usually sufficient to address this concern. If any sensitive areas or structures are encountered, the Commission may require further analysis prior to construction.
 - f. *Recreational parks and forests.* There are generally two ways to address this item. One way is through the use of maps or mapping tools to show that the site is not close to any state, federal, or local parks or recreation areas. The other way is through response

letters from PA Department of Conservation and Natural Resources, the respective county, or the National Park Service.

- g. *Pennsylvania or National Scenic Rivers*. These can be found on PA DCNR's website, keyword "scenic rivers." A location map is available. The applicants should show if their facility is located within or upstream of any scenic rivers or their respective watersheds. Additional mitigation may be required depending on proximity and situation.
- h. *Prime farmland or agricultural security area*. Soil types at the site can be found using the NRCS soil maps, and then cross-referenced to listings of soil types that are considered prime farmland. Consultation with the county conservation district or use of the Penn State SoilMap online can also accomplish this review.
- i. *Special protection watershed*. The applicant should determine whether or not the site falls into either a high quality or exceptional value watershed. A list of special protection watersheds can be found on the DEP website. If the site is located within a special protection watershed, additional mitigation may be required.

B. Regional Review

1. The regional office is given 20 business days to perform their review of the application. The review may be performed by whomever the section chief decides. The purpose of the regional review is to gain another opinion on the application, and generally should follow the guidelines above. The regional office will forward any comments along with the signed routing receipt to Central Office when review is complete.
2. Specifically, the regional office should look at the following areas:
 - a. *Geological analysis*. Regional geologists and/or hydrogeologists should review the answers given in Part II, Section 3 related to the geology of the site, and perform a technical review on any submitted geotechnical analysis of the site. This is most likely for sites located in mined or karst areas.
 - b. *Site location*. Field staff may have knowledge of the area of the facility and surrounding areas, and may be able to verify if the findings in the application are valid.
 - c. *Spill Prevention and Response Plan (SPRP)*. The regional office is tasked with the review of the SPRP for the facility. They should work directly with the applicant to produce any changes as needed to complete or update the SPRP. If there are changes needed to the SPRP, to the extent that the SSIP application should be considered deficient, provide those comments to Central Office to incorporate into a technical deficiency letter.
 - d. *Compliance history*. Note whether there are any outstanding enforcement actions against this client in the region. If the applicant owns storage tanks in other regions of the state, those regions will be requested to provide information on the applicant's facilities in their area. Only existing, outstanding enforcement

actions should be considered in withholding issuance of this permit. See section 1.3.3.

C. Deficiency Letter

Central Office will compile comments from all reviewers for incorporation into one technical deficiency letter. This letter will notify the applicant that they should respond to the deficiencies in a sufficient manner within a reasonable deadline. The applicant will also be notified that their application no longer qualifies for the Permit Decision Guarantee. In order to make the deficiency deadline reasonable, the applicant should be contacted and a deadline discussed prior to issuance of the deficiency letter.

Minor technical deficiencies that can be resolved quickly can be remedied through a telephone call or email to the applicant and/or consultant. A short deadline should be established; if the deficiencies are not addressed by this deadline, the applicant is notified that a technical deficiency letter will be sent. Minor deficiencies addressed through a telephone call or email will not exclude the application from the Permit Decision Guarantee.

D. Elevated Review

In the event that technical deficiencies are not sufficiently addressed by the established deadline, the application enters the elevated review phase. (See the procedure for elevated reviews in the Technical Guidance 021-2100-001, Policy for Implementing the Department of Environmental Protection (Department) Permit Review Process and Permit Decision Guarantee.)

1.3.3 Compliance Review

A. Facility

If the tank(s) will be installed at an existing facility, check the compliance status of the facility. Verify that there are no open compliance actions/requests (such as an open Notice of Violation or escalated enforcement action) before approving the permit. Regional staff often conducts this review.

B. Client

Check all facilities in the state owned by the client. If there are numerous facilities, send an email to the regional storage tanks supervisors requesting any compliance reasons to withhold the permit. Only current, unresolved enforcement actions should be used to withhold the SSIP; it is not appropriate to begin taking an enforcement action against a particular client or facility for previous compliance issues solely because they submitted an SSIP application.

1.3.4 Permit Coordination

Permit Coordination will be handled by the ARD according to Technical Guidance 021-2000-301, Policy for Permit Coordination. In most cases, the applicant will be informed

of other permits at or following a pre-application meeting. Also, in most cases the SSIP may be issued when it is approved, without the need to wait for other permits/approvals.

1.3.5 Final Decision

When the regional office, the SWPS, and the Environmental Group Manager (EGM) have completed their review and all deficiencies have been addressed, the application package is given to the Storage Tanks Division Chief for final review and decision of permit approval. If the technical deficiencies have not been addressed sufficiently, or the deadline for submittal of deficiencies has passed and the elevated review has not produced a sufficient result, the application package is given to the Division Chief for final review and decision of permit denial. When final approval is given, a permit and letter is printed (See Appendices H and I) and submitted to the Division Chief for signature.

1.4 Notification to Applicant

The permit applicant is notified of the permit issuance by receipt of the permit and accompanying letter. A copy of the permit may be faxed or emailed if the applicant would like to receive it immediately upon issuance. If the permit must be denied, a letter is sent to the applicant informing them of the denial, as well as noting that their application must be resubmitted and their application fee is forfeited. A notice is published in the PA Bulletin informing the public that the permit has been approved or denied (Appendix J).

Quality Control and Quality Assurance Section

2.0 Data system entry

The SWPS and EGM verify information entered in eFACTS by the Administrative Assistant 1 (AA1) during the application review. The data system is designed to identify required information fields and has safeguards to prevent improper entry. All program staff receive training on eFACTS and are provided a copy of the eFACTS User Guides.

2.1 Notification

Letters and permits are prepared by the unit AA1 based on information contained in the application. Letters and permits are reviewed by the unit supervisor and/or EGM prior to issuance.

References

Pennsylvania Code Title 25 Chapter 245, Administration of the Storage Tank and Spill Prevention Program, Subchapter C

eFACTS User Guides

Technical Guidance 021-2100-001, Policy for Implementing the Department of Environmental Protection (Department) Permit Review Process and Permit Decision Guarantee

Technical Guidance 021-2000-301, Policy for Permit Coordination

Appendices

- A. SSIP Application Form
- B. SSIP Application Form Instructions
- C. SSIP Application Completeness Checklist
- D. SSIP Tracking Log
- E. Routing Receipt
- F. Memo to ARD
- G. PA Bulletin Notice (application)
- H. SSIP Permit
- I. SSIP Permit Letter
- J. PA Bulletin Notice (permit issued)

APPENDIX A

Coordination # _____

**STORAGE TANK
 SITE-SPECIFIC INSTALLATION
 PERMIT APPLICATION
 PART I**

All required information must be typed or legibly printed in the spaces provided herein:
 This form must be fully and accurately completed.

I. FACILITY BACKGROUND INFORMATION

New Facility Existing Regulated Aboveground Storage Tanks at Facility
 Existing Facility (Enter Storage Tank Facility ID No. below)

II. TANK OWNER/BUSINESS INFORMATION

Owner Name _____
 Phone No. (____) _____

III. FACILITY INFORMATION

Storage Tank Facility ID NO. _____
 Facility Name _____
 Phone No. (____) _____

IV. PROPOSED TANK SYSTEM INFORMATION

Tank Type		Substance Name	Substance CAS No.	Capacity (Gallons)	Fee
AST	UST				
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____

V. TOTAL FEE FOR THIS APPLICATION (see instructions): \$ _____

VI. CERTIFICATION OF GENERAL REQUIREMENTS FOR SITE SPECIFIC INSTALLATION PERMITS

Please acknowledge the following requirements by placing your initials in front of the requirements listed below.

_____ I certify that the tank handling and inspection activities performed on the tank system(s) listed in this application will be performed by Department certified individuals.

_____ I certify that the storage tank system(s) listed in this application will be in compliance with applicable administrative, technical and operational requirements of subchapter E, F or G.

_____ I have notified the municipality and county in which the tank(s) will be located and have attached proof of this notification to this application.

_____ I have submitted to the Department's Regional Storage Tank Section: a new SPR Plan; revisions to an existing SPR Plan, on _____.

_____ I have included a description of the company structure and identified related companies owning or operating storage tanks in Pennsylvania.

_____ Applicant agrees to notify the Department's Regional Storage Tank Section within 30 days of receiving notification that mining activities will occur beneath the storage tank site.

I certify under penalty of law that I have personally examined and that I am familiar with the information submitted in this application and all attached documents. I certify under penalty of law as provided in 18 PA C.S.A. Section 4904 (relating to unsworn falsification to authorities), the information provided in this application is true, accurate, and complete to the best of my knowledge and belief.

_____ **Typed Name**

 Signature Title Date (____) Phone

DEP Use Only		eFACTS INFORMATION	
Date Rec'd _____	Fee Submit (yes/no) _____	APS ID _____	_____
Date Adm. Cmpl't. _____	Adm. Reviewer Init. _____	Client ID _____	_____
Date Tech. Rev. _____	Tech. Reviewer Init. _____	Authority ID _____	_____
Date Approval _____		Program ID (Permit #) _____	_____
Date Ret. Applicant _____			

**STORAGE TANK
SITE-SPECIFIC INSTALLATION PERMIT APPLICATION
PART II**

TANK OWNER/BUSINESS NAME: _____

FACILITY NAME: _____

Please acknowledge the following requirements by placing a yes or no in front of the requirements listed below.

1. Mapping requirements for site specific installation permits

- _____ Plot Plan attached meeting requirements §245.233
 _____ Latitude and Longitude must be shown on the plot plan for each proposed tank location(s).
 _____ Copy of the 7¹/₂ minute USGS map attached showing proposed tank location(s).

2. Siting

Floodplain:

_____ All or part of the tank system or facility is located in the 100-year floodplain or records show that this site has been inundated by flood waters.

If the answer is yes, answer the following: _____ This site was used for industrial purposes prior to August 5, 1989.

Wetlands

_____ All or part of the tank system or facility is located in a wetland.

If the answer is yes, answer the following: _____ A Chapter 105 permit has been obtained

3. Geological Considerations

_____ All or part of the tank system or facility location has been deep mined.

If the answer is yes, answer the following:

_____ An assessment is provided showing the degree of and potential for surface subsidence and include the methods to be used to stabilize the tank system.

_____ Applicant assures that minerals providing surface support will not be mined as long as the facility stores regulated substances.

_____ All or part of the tank system or facility is underlain by carbonate bedrock limestone. If yes, provide information on and an assessment of the prevalence of solution channels and the potential for sinkholes. Include the methodology that will be used to stabilize the tank system's foundation.

_____ There are other geological features at the tank system site that have a potential to affect the tank system integrity. If yes, provide a geological assessment and methods to be used to stabilize the tank system foundation.

4. Environmental Assessment

The environmental assessment determines the potential impact of this facility on the environment, public health and public safety. Please provide an explanation of your investigation to determine whether the proposed tank(s) are located near or pose any potential threat to each of the areas listed below. The explanation of the investigations in each area must include the source of the information, the date the information was valid, the extent of the investigation and the findings. When a potential threat exists, provide detailed information and analysis of the threat and the proposed mitigation measures that will protect the environment.

- A. A community water supply.
- B. A private water supply.
- C. Wetlands.
- D. Critical or unique wildlife habitats or is located within an area which supports an endangered, threatened or rare plant or animal.
- E. Historical or archaeological sites.
- F. Recreational parks and forests, natural areas or environmental centers.
- G. A waterway designated as a Pennsylvania Scenic River or a waterway included in the National Wild and Scenic River System.
- H. Prime farmland or an agriculture security area.
- I. A Special Protection Watershed as designated in Chapter 93.

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

PROFESSIONAL CERTIFICATION

**Storage Tank
Site-Specific Installation Permit Application
Part II – Siting Requirements – Geological Considerations**

Facility Name: _____

Registered Professional

By affixing my seal to this application (document), I am certifying that the information is true and correct. I further certify I am licensed to practice in the Commonwealth of Pennsylvania and that it is within my professional expertise to verify the correctness of the information.

(Name of Professional)

(Signature)

Signed and sealed this day _____, _____

SEAL

APPENDIX B

Instructions



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

STORAGE TANK SITE-SPECIFIC INSTALLATION PERMIT APPLICATION INSTRUCTIONS

GENERAL INFORMATION

The following instructions are intended to assist the applicant in properly completing a DEP Storage Tank Site Specific Installation Permit (SSIP) Application. Permitting regulations are in 25 PA Code Chapter 245 Subchapter C. Information is available from and the application must be submitted to:

Department of Environmental Protection
Bureau of Environmental Cleanup and Brownfields
Division of Storage Tanks
P.O. Box 8762
Harrisburg, PA 17105-8762
(717) 772-5599

The application package must contain two (2) complete copies of all parts of the application and the required fee. Information must be typed or clearly printed. The application package contains the following:

- General Information Form (GIF)
- Site Specific Installation Permit Form Part I
- Site Specific Installation Permit Form Part II (if required)
- Attachments
- Fee

Please review the application form and attachments carefully before submitting to the Department. The Department will only begin its review after the receipt of a complete application package. Use the Site Specific Installation Permit Completeness Review Checklist to ensure the submittal of a complete application package.

Applicants are highly encouraged to contact the Department for a pre-application conference or discussion.

INSTALLATION ACTIVITIES WHICH REQUIRE A PERMIT

A SSIP Application is required before the following storage tank systems can be installed:

- Aboveground storage tank (AST) systems with a capacity greater than 21,000 gallons.
- New AST facilities with an aggregate AST capacity greater than 21,000 gallons.
- Field constructed underground storage tank (UST) systems.
- Storage tank systems with a capacity greater than 1,100 gallons containing a highly hazardous substance.

Regulatory changes effective November 10, 2007 reduced the SSIP application requirements in certain situations. Refer to the following matrix to determine the applicable requirements:

Tank Type	Facility Type	Tank Location	Part I Required	Mapping Part II #1	Siting Part II #2	Geological Part II #3	Environmental Assessment Part II #4
Large AST	Existing Large	New	Yes	Yes	Yes	Yes	No
Large AST	Existing Small	New	Yes	Yes	Yes	Yes	Yes
Large AST	Existing Large	Same Footprint	Yes	No	No	Yes	No
Large AST	New	New	Yes	Yes	Yes	Yes	Yes
Small ASTs (aggregate >21,000 gal)	New Large	New	Yes	Yes	Yes	Yes	No
Highly Haz AST/UST	Existing or New	New or Same Footprint	Yes	No	No	No	No
UST Field Constructed	Existing or New	New or Same Footprint	Yes	No	No	No	No

Instructions

Tank Type: Applies to proposed storage tank

- Large AST – Aboveground Storage Tank with a capacity greater than 21,000 gallons
- Small AST – Aboveground Storage Tank with a capacity less than or equal to 21,000 gallons
- Highly Haz – UST greater than 1100 gallons or AST greater than 1100 and equal or less than 21,000 gallons; storing a Highly Hazardous Substance as listed in the Regulated Substances List.
- UST Field Constructed – Underground Storage Tank that is fabricated on site

Facility Type: Applies to current facility status

- Existing Large – Storage tank facility with aggregate registered AST capacity greater than 21,000 gallons.
- Existing Small – Storage tank facility with aggregate registered AST capacity less than or equal to 21,000 gallons.
- New – No registered AST at facility.
- New Large – Facility has no registered AST but aggregate AST capacity will be greater than 21,000 gallons.
- Existing or New – Applies to both existing AST and new facilities.

INSTRUCTIONS FOR COMPLETING THE SSIP APPLICATION FORM

PART I must be completed by **ALL** applicants.

- I. Indicate if the storage tank facility is new or existing. Indicate if the existing facility has regulated aboveground storage tanks.
- II. Enter the owner/business name and telephone number.
- III. Enter the facility name and telephone number. If the facility has a storage tank facility identification number, enter the number as it appears on the registration certificate.
- IV. Indicate if the proposed tank(s) is an UST or AST. Enter the substance which will be stored and the substance's CAS No. (Chemical Abstract Service Number). Enter the proposed tank capacity in gallons. List the Fee for each Tank (see V. below to calculate fee).
- V. The minimum fee for a SSIP application is \$20. The fee for USTs is \$20 per tank. Fees for ASTs at an existing AST facility are based on each tank's capacity. The fee is \$20 for each 10,000 gallons of capacity. Round the capacity to the nearest 10,000 gallons and multiply the number of 10,000s by \$20. **Example:** An AST with a capacity of 42,000 gallons would have an application fee of \$80.

42,000 rounded to nearest 10,000 is 40,000
40,000 divided by 10,000 is 4
4 times \$20 equals \$80

*The fee for a new large aboveground tank facility is calculated on the aggregate regulated AST capacity. Add the tank capacities and round to the nearest 10,000 gallons.

Make checks payable to "Commonwealth of Pennsylvania".

- VI. Certification, that the general requirements for the SSIP will be met and that the application information is true and correct, must be completed by the tank owner or a responsible official of the applicant. The general requirements are found in 25 PA Code §245.232. Acknowledgment of the general requirements is indicated by the responsible official placing his/her handwritten initials in the space before each appropriate statement.

Include a summary describing how the community was informed of the project, and any interaction with the public regarding the project. For new facilities and facility expansions, it is recommended that a notice be published in a newspaper of general circulation or the project be otherwise advertised to the neighboring community. See DEP technical guidance 012-0900-003, "Policy on Public Participation in the Permit Application Review Process" for more information.

Municipal and County notifications should follow the guidelines in DEP Policy 012-0200-001, "Policy for Consideration of Local Comprehensive Plans and Zoning Ordinances in DEP Review of Permits for Facilities and Infrastructure." This policy explains how DEP takes local land use planning and zoning ordinances into account during the permit review process. View this policy online at www.dep.state.pa.us, keyword: eLibrary.

A Spill Prevention Response (SPR) Plan is required for facilities with a total aboveground storage tank capacity greater than 21,000 gallons. An updated SPR Plan, which includes the proposed tanks, must be submitted with the SSIP application or to the appropriate DEP regional Environmental Cleanup Program's Storage Tank Section before a SSIP application can be reviewed. Indicate, by checking the appropriate box, the type of submission, complete new plan or revision of an existing plan, and enter the date that the SPR Plan or revision was submitted.

The Department is required to determine the applicant's compliance status with the applicable state and federal laws pursuant to Section 1301 of the Storage Tank Act, 35 P.S. §6921.1301. Please include the applicant's company structure and the names and tax identification numbers of any related companies (i.e. partner, parent company, subsidiary) owning or operating tanks in Pennsylvania.

The certification statement must be signed by the tank owner or a responsible official of the owner.

PART II

It is recommended that this part of the application be completed by a person experienced in siting requirements and environmental assessment.

1. Mapping requirements include a plot plan and a copy of the 7½ minute USGS topographic map showing the exact location of the proposed tank(s). **Maps, plans and cross sections shall be prepared and sealed by a Pennsylvania registered professional engineer, Pennsylvania registered land surveyor or a Pennsylvania registered geologist** and be on a scale no less than 1 inch to 400 feet. Mapping requirements are found at §245.233.

The latitude and longitude needs to be shown on the plot plan for the approximate center of each proposed storage tank. DEP expects the level of accuracy for the latitude and longitude coordinates to be within 25 meters. This information and method of determination must be included on the plot plan and in the following format:

* Latitude & Longitude expressed in the following format/detail:

Latitude = Degrees as 2-digit decimal ranging from 00 thru 90
Minutes as 2-digit decimal ranging from 00 thru 60
Seconds as 2-digit and expressed to ten-thousandths of a second (SS.S)

Longitude = Degrees as 3 digit decimal ranging from 000 thru 180
Minutes as 2-digit decimal ranging from 00 thru 60
Seconds as 2-digit and expressed to ten-thousandths of a second (SS.S)

* **Specific method used to determine latitude/ longitude coordinates:**

Map Interpolation, or
Geographic Position System (GPS) or
Other method (Specify)

* **Specify the level of accuracy** ie. 6 meter, 10 meter, 25 meter

The plot plan must include:

- facility name
- facility boundaries
- tank locations
- public roads within or adjacent to the facility
- streams, lakes or surface watercourses located in or adjacent to the facility
- municipality and county name
- location of test borings
- location of any mining activities
- location of public and private groundwater supplies
- latitude and longitude for each new tank

The topographic map must include:

- facility name
- municipality and county name
- facility boundaries
- tank location(s)
- quadrangle name
- location of ground water supply sources within 2,500 feet of facility
- surface drainage courses

2. Siting requirements include determination of floodplains, wetlands, and geological features that are in the vicinity of this construction or installation. Siting requirements are found at §245.234. The following agencies may be able to provide information that could assist you in making siting determinations:

Floodplain: eMAP PA www.emappa.dep.state.pa.us/emappa/viewer.htm

County or Local Emergency Management Agencies

Federal Emergency Management Agency
www.fema.gov
(877) 336-2627

Wetlands: Local County Conservation District

DEP Regional Office (Soil and Waterways)

DEP Bureau of Conservation and Restoration
Division of Waterways, Wetlands, and Stormwater Management
PO Box 8775
Harrisburg, PA 17105-8775
(717) 787-6827 • www.dep.state.pa.us

Instructions

3. Answers of "yes" to any of the questions regarding geological considerations requires the submittal of additional geotechnical analysis. Depending on the extent of geological concerns, tank foundation design considerations may need to be included. **An appropriately registered professional must complete the Professional Certification enclosed in the SSIP application package, as well as seal any additional geotechnical analysis and/or tank foundation design documentation.** The following agency may be able to provide information that could assist you in making geological interpretations.

Geological Features:

Department of Conservation and Natural Resources
Bureau of Topographic and Geological Survey
3240 Schoolhouse Road
Middletown, PA 17057
(717) 702-2017
www.dcnr.state.pa.us/topogeo

4. The environmental assessment addresses the potential impact the proposed tank(s) may have on the environment and public safety. Provide adequate information about the investigation done to determine any potential threats and the proposed mitigation process, which will allow the Department to determine if adequate protection will be provided. The investigation must consider conditions at the site, adjacent locations and down gradient areas. The potential impact considerations must address the possibility of a release from the storage tank system including the containment structures. Environmental assessment requirements are found at §245.235.

- A. **COMMUNITY WATER SUPPLIES** – Use of the eMAP PA tool (www.emappa.dep.state.pa.us/emappa/viewer.htm) and consultation with the following agency will assist you in identifying any community water supplies in the vicinity of your project. Please note that specific location data of public water supplies is considered sensitive information, and may not be provided.

DEP Bureau of Conservation and Restoration
Division of Water Use Planning
Source Protection Section
PO Box 8555
Harrisburg, PA 17105-8555
Phone: (717) 772-9633

- B. **PRIVATE WATER SUPPLIES** – Use of the eMAP PA tool (www.emappa.dep.state.pa.us/emappa/viewer.htm) and the Pennsylvania Groundwater Information System (PAGWIS) database (www.dcnr.state.pa.us/topogeo/groundwater/PaGWIS/PaGWISMain.asp) will assist you in determining and locating any private wells in the vicinity of your project. The PAGWIS is included as a layer in eMAP PA. Note that all wells within 2,500 feet of the project must be plotted on the topographic map and submitted with the application.

- C. **WETLANDS** – Use available means to determine the presence or absence of wetlands on and near the project site. The agencies listed previously in the instructions under "wetlands" may be able to assist. Also available is an online soil survey tool, Pennsylvania SoilMap (soilmap.psu.edu), which may assist in determining if hydric soils exist on the site.

- D. **CRITICAL OR UNIQUE WILDLIFE HABITATS / AREA WHICH SUPPORTS ENDANGERED, THREATENED, OR RARE PLANT OR ANIMAL SPECIES** – The Pennsylvania Natural Diversity Inventory (PNDI) Environmental Review Tool, online at www.naturalheritage.state.pa.us, is the first step in determining any potential impacts to endangered or threatened species in the area of the project. Click on the link to the "PNDI Project Planning Environmental Review" and follow the directions to produce a PNDI receipt for your project. If the PNDI results indicate that further review is required, follow the instructions on the report to contact the appropriate agency for follow-up. Include the agency's response with the SSIP application.

- E. **HISTORICAL OR ARCHAEOLOGICAL SITES** – Identification of any impact to historical or cultural resources that could be affected during earth-moving activities can be accomplished by contacting the PA Historical and Museum Commission, address below, with a description of the project and location information. A response will be given noting whether or not additional investigation is required.

PA Historical and Museum Commission
Bureau of Historic Preservation
Commonwealth Keystone Building, Second Floor
400 North Street
Harrisburg, PA 17120-0093
Phone: (717) 783-8946

- F. **RECREATIONAL PARKS AND FORESTS, NATURAL AREAS OR ENVIRONMENTAL CENTERS** – Identify any parks, recreational areas, or natural areas in the vicinity of your project. This can be done through the use of maps or by contacting any pertinent Federal, State, or Local agency.

- G. **PENNSYLVANIA SCENIC RIVERS / NATIONAL WILD AND SCENIC RIVER SYSTEM** – Information regarding both PA and national scenic rivers can be found online at www.dcnr.state.pa.us/brc/rivers/scenicrivers/locationmap.aspx

- H. **PRIME FARMLAND OR AGRICULTURAL SECURITY AREA** – Information regarding farmland issues can be found by contacting the county conservation district. The online Pennsylvania SoilMap tool at soilmap.psu.edu may assist in determining if the soil type in the project area could be considered prime farmland.
- I. **SPECIAL PROTECTION WATERSHEDS AS DESIGNATED IN CHAPTER 93** – Identify whether your project is near or could impact any watersheds designated as High Quality or Exceptional Value in 25 PA Code, Chapter 93. Chapter 93 is available online at www.pacode.com under Title 25, Environmental Protection. The online mapping tool, eMAP PA (www.emappa.dep.state.pa.us/emappa/viewer.htm), can also assist with obtaining this information, as well as the following agency:

PA DEP Bureau of Point and Non-Point Source Management
Division of Water Quality Standards
PO Box 8467
Harrisburg, PA 17105-8467
Phone: (717) 787-9637

Other Sources of Information

USGS Topographic maps
DCNR Recreational Guide and Highway Map
Local Emergency Management Agency

TECHNICAL GUIDANCE REFERENCES

(Available online at www.dep.state.pa.us, keyword: eLibrary)

- 012-0200-001 Policy for Consideration of Local Comprehensive Plans and Zoning Ordinances in DEP Review of Permits for Facilities and Infrastructure
- 012-0900-003 Policy on Public Participation in the Permit Application Review Process
- 400-0200-001 Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation
- 021-2100-001 Policy for Implementing the Department of Environmental Protection (Department) Permit Review Process and Permit Decision Guarantee.

APPENDIX C



STORAGE TANK SITE SPECIFIC INSTALLATION PERMIT (SSIP) APPLICATION COMPLETENESS REVIEW CHECKLIST

<input type="checkbox"/>	<p>PERMIT APPLICATION PARTS I AND II</p> <ul style="list-style-type: none"> - Two full copies of the SSIP application package - Certification statements in Part I, Section VI must be hand-initialed - SSIP Application Part I signed by applicant - SSIP Application Page 3 sealed by PA-licensed professional - Proper application fee submitted, check made payable to Commonwealth of Pennsylvania
<input type="checkbox"/>	<p>GENERAL INFORMATION FORM (GIF)</p> <ul style="list-style-type: none"> - All sections completed; signed by appropriate individual - All questions answered; additional information provided when needed - Section G – Time Schedules provided
<input type="checkbox"/>	<p>NOTIFICATION LETTERS TO COUNTY AND MUNICIPALITY</p> <ul style="list-style-type: none"> - Proof of receipt for each letter - Letters must inform the county and municipality of the facility location, the proposed installation of storage tanks, and the submittal of the SSIP application to DEP
<input type="checkbox"/>	<p>CURRENT SPILL PREVENTION & RESPONSE PLAN (SPRP)</p> <ul style="list-style-type: none"> - Submitted with the SSIP application (preferred) or submitted directly to the DEP Regional Office
<input type="checkbox"/>	<p>MAPPING</p> <p><u>PLOT PLAN</u></p> <ul style="list-style-type: none"> - Seal of PA-registered Professional Engineer, Geologist, or Land Surveyor - Facility boundaries - Facility name - Tank locations - Public roads - Streams, lakes, other watercourses - Municipality and county name - Latitude/Longitude of tank systems (may be on topographic map) - Scale of no less than one inch to 400 feet - Locations of any test borings and/or monitoring wells
<input type="checkbox"/>	<p><u>TOPOGRAPHIC MAP</u></p> <ul style="list-style-type: none"> - Facility name - Municipality and county name - Facility boundaries - Approximate tank locations - Quadrangle name - Surface drainage courses not obvious from the map - Location and ownership of public and private groundwater wells within 2,500 feet of the facility
<input type="checkbox"/>	<p>GEOTECHNICAL ANALYSIS (if required – see SSIP instructions)</p> <ul style="list-style-type: none"> - Sealed by an appropriate PA-registered professional
<input type="checkbox"/>	<p>ENVIRONMENTAL ASSESSMENT (if required – see SSIP instructions)</p> <ul style="list-style-type: none"> - Discussion and documentation of each of the areas identified in the SSIP instructions

APPENDIX D

SITE SPECIFIC INSTALLATION PERMIT APPLICATION TRACKING LOG

Application Tracking Number SSIP _____

Facility Name _____

Facility Identification Number _____

Date Action

Completeness Review completion due date _____ (10 business days from receipt)

_____ Application received

_____ Region notification and request for SPR Plan status

_____ Confirmation from region

_____ Check deposited

_____ ARD memo sent

_____ Application and correspondence sent to region Routing receipt by _____ (20 business days)

_____ PA Bulletin information submitted

_____ Publication in PA Bulletin

_____ **Completeness review process completed**

Technical Review completion due date _____ (72 business days from Completeness Review)

_____ Regional comments and Routing Receipt returned

_____ Unit Chief review

_____ Section Chief review

_____ Deficiency letter sent Reply due by _____ (20 business days)

_____ Deficiencies returned Review due date _____ (20 business days)

_____ **Technical review completed**

If no response to deficiencies within allotted time; or insufficient deficiency response:

_____ ***Elevated Review*** Response due date _____ (10 business days)

Decision Review completion due date _____ (10 business days from Technical Completion)

_____ Division Chief review

_____ Withheld because of compliance issues

_____ **Permit decision:** _____ **Approve** _____ **Deny**

Conclusion

_____ Permit sent to applicant Permit number _____

_____ Copy of permit sent to region and files

_____ Action submitted for PA Bulletin

_____ Published in PA Bulletin

APPENDIX E

Division of Storage Tanks Site Specific Installation Permit Routing Receipt

Site Specific Installation Permit Number: _____

Facility information:

Storage tank facility ID number: _____ - _____

Facility Name: _____

Location: _____

(city) (state) (zip)

(county) (municipality)

Date application received: _____ Completeness Review date: _____

Application fee amount: _____

Reviews:

	Date	Reviewer	Title
Completeness:	_____	_____	_____
	_____	_____	_____
Technical:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Regional:	_____	_____	_____
	_____	_____	_____

Project description and recommendation:

APPROVAL: _____

DENIAL: _____

APPENDIX F



pennsylvania

DEPARTMENT OF ENVIRONMENTAL PROTECTION

BUREAU OF ENVIRONMENTAL CLEANUP AND BROWNFIELDS

MEMO

TO: Ronald Schwartz
Assistant Regional Director
Southwest Regional Office

FROM: Eric Lingle
Division of Storage Tanks
Bureau of Environmental Cleanup and Brownfields

DATE: May 4, 2012

SUBJECT: General Information Form for
Storage Tank Site Specific Installation Permit

We have received a Site Specific Installation Permit (SSIP) application, 12009, for the installation of four aboveground storage tanks (AST) at Bri-Chem Leetsdale, Leetsdale Borough, Allegheny County. The Division of Storage Tanks has initiated the technical review of this application and has 72 business days to make a final decision on permit issuance. The GIF submitted with the permit application suggests that other permits from the Department of Environmental Protection may be applicable to this proposal and includes land use planning. We have entered this application information under APS# 779872 and Auth ID# 925401.

I have attached a copy of the GIF form for your review and use. A copy of the permit application has been forwarded to Judy Neelan for regional review.

Attachment

APPENDIX G

STORAGE TANKS

SITE-SPECIFIC INSTALLATION PERMITS

The following Storage Tank Site-Specific Installation Permit application has been received by the Department of Environmental Protection (Department) and is currently under review. Persons wishing to comment on the proposed permit are invited to submit a statement to the Bureau of Environmental Cleanup and Brownfields, Division of Storage Tanks, PO Box 8763, Harrisburg, PA 17105-8763, within 30 days from the date of this publication. Comments received within this 30-day period will be considered in the formulation of the final determinations regarding this application. Responses should include the name, address and telephone number of the writer and a concise statement to inform the Department of the exact basis of the comment and the relevant facts upon which it based.

The following applications have been received for Storage Tank Site-Specific Installation Permits under the authority of the Storage Tank Spill Prevention Act (35 P.S. §§6021.304, 504, 1101- 1102) and under 25 Pa Code Chapter 245, Subchapter C.

SSIP Application No.	Applicant Name & Address	County	Municipality	Tank Type	Tank Capacity
12019	Altoona GTL, LLC 10 Gilberton Road Gilberton, PA 17934 Attn: Robert Hoppe	Blair	Allegheny and Blair Townships	3 ASTs storing gasoline and methanol	1,440,000 gallons total

APPENDIX H

Commonwealth of Pennsylvania
Department of Environmental Protection
Bureau of Environmental Cleanup and Brownfields
Division of Storage Tanks

STORAGE TANK SITE SPECIFIC INSTALLATION PERMIT

PERMITTEE (Name and Address)
General Electric Transportation
1503 West Main Street Extension
Grove City, PA 16127
Attn: Mr. David M. Murone

PERMIT NO. 12-43-003
Name: GE Transportation – Grove City Facility
County: Mercer
Municipality: Grove City Borough
Facility ID: 43-18884

AUTHORIZATION

The Commonwealth of Pennsylvania, Department of Environmental Protection ("DEP"), hereby issues this Site Specific Installation Permit to the above-named Permittee and Facility, for the tanks:

Two ASTs storing Diesel Fuel Total Capacity: 50,000 gallons

The Department issues this Permit pursuant to authority granted in the Storage Tank and Spill Prevention Act, The Act of July 6, 1989, P.L. 169, as amended, 35 P.S. § 6021.101 *et seq.* ("Storage Tank Act").

The Permittee is required to follow all requirements imposed by the Storage Tank Act, 35 P.S. § 6021.101 *et seq.*, the Storage Tank regulations, 25 Pa. Code, Chapter 245, and other statutes and regulations administered and enforced by the Department. The installation of new tanks must be completed by a DEP certified installer. The Permittee must also register the tanks and receive an operating permit prior to operating the tanks described above.

This Permit is issued pursuant to the application filed by the Permittee. All maps, reports, assessments and supporting documents submitted as part of the application process are incorporated by reference into, and become enforceable with this Permit. The Permittee may not deviate from the information set forth in the application for this Permit, without first obtaining the written approval of the Department.

This Permit is subject to the following Special Condition: None

PERMIT ISSUED

Date 9/20/2012

DEPARTMENT OF ENVIRONMENTAL PROTECTION

By: Charles M. Swokel

Charles M. Swokel, Chief
Division of Storage Tanks

APPENDIX I

BUREAU OF ENVIRONMENTAL CLEANUP AND BROWNFIELDS

October 1, 2012

Mr. Stephen Sherk
American Refining Group
77 N. Kendall Avenue
Bradford, PA 16701

RE: SSIP Application 12020 for 1 AST – Facility 42-11381

Dear Mr. Sherk:

DEP has completed its administrative and technical review of your application for a Site Specific Installation Permit (SSIP) for the installation of one (1) aboveground storage tank at Bradford Refinery, City of Bradford, McKean County. Enclosed please find the approved SSIP #12-42-013. This permit should be kept on site and made available for inspection by DEP staff or DEP certified installers or inspectors.

Before placing product in the storage tank, an Operating Permit must be obtained by submitting a properly completed Storage Tanks Registration/Permitting Application form (2630-PM-BECB0514). The form must be signed by a DEP certified installer/inspector. DEP will notify the applicant when the tank is registered and the Operating Permit is issued.

Please note that the issuance of this Site Specific Installation Permit does not constitute the issuance of other DEP permits that may be necessary for this project. Ensure that all other required permits are in place prior to commencement of the project.

If you have any questions regarding issuance of your permit, please contact Mr. Eric Lingle at the number below.

Sincerely,

Charles M. Swokel, Chief
Division of Storage Tanks

Enclosure

APPENDIX J

STORAGE TANKS

SITE-SPECIFIC INSTALLATION PERMITS

The following Storage Tank Site-Specific Installation Permits, under the authority of the Storage Tank Spill Prevention Act (35 P.S. §§6021.304, 504, 1101-1102) and under 25 Pa Code Chapter 245, Subchapter C, have been issued by the Bureau of Environmental Cleanup and Brownfields, Director, PO Box 8762, Harrisburg, PA 17105-8762.

SSIP Permit No.	Applicant Name & Address	County	Municipality	Tank Type	Tank Capacity
12-63-006	Frac Tech Services, LLC 777 Main Street, Suite 3000 Fort Worth, TX 76102-5304 Attn: Zachary Ceplecha	Washington	North Strabane Township	8 ASTs storing petroleum products and hazardous substances	68,000 gallons total