NOTE: If you return to the General Information page and change the Notification Type you will lose the information that was previously entered.

UST Notification Forms – General Information Page

Notification Form - Gigi Gordon - Access Code: J5X5R9

Contact General Information Owner/Facility Tank Overview Attachments Summary

Reason for Notification

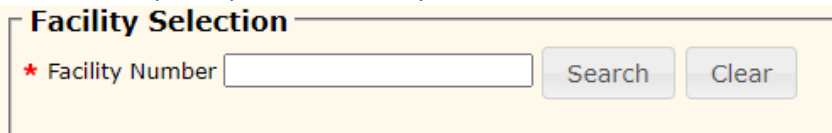*Select from the Notification Form Types below ALL that apply to this notification.*   Page Instructions

☐ **New Facility**	☐ **New Owner**
Only select this option if the facility location **DOES NOT** have an OSFM facility ID number currently assigned.	Select this option if an existing facility location has had a Change of Ownership. Please note: for each facility location owned by this new owner, individual notifications will have to be submitted for each facility location. Deeds and tax records are required to be uploaded with each notification.
☐ **Facility Information Update**	☐ **Ownership Information Update**
Select this option if an existing facility has a name or contact change.	Select this option if an existing owner has had a "Change of Address or Contact Name Change". Unlike the New Owner notification, if you own multiple facility locations, you will only need to identify one location, as the system will update all your facility locations once this form is approved.
☐ **Change of Product**	☐ **Change of Service**
Select this option if product stored in an existing tank is being changed.	Select this option if a tank needs to be placed in an out of service status or brought back into a currently-in-use status.
☐ **Permitted Notifications**	☐ **Additional Tank Found**
Only select this option if you are notifying the OSFM regarding new tank installation, removal or abandonment-in-place of permitted UST activity.	Select this option if unregistered, regulated petroleum or hazardous substance tanks are found at an existing facility.

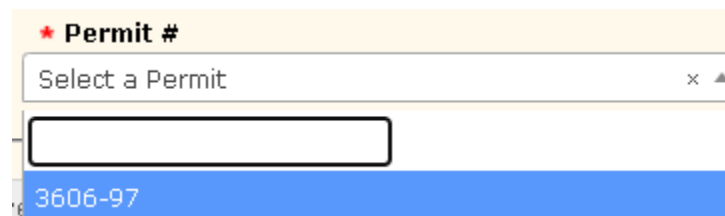Back   Save and Continue   Exit

General Information:

- Select all the types that apply to the notification being completed.
  - Each type has a description that will help you in your selection(s).
  - Not all Notification Form types can be submitted on the same form together.
- Notification Types:
  - **New Facility** – when selecting New Facility, no other type will be available to select.
    - The next screen is Ownership where you will enter the Owner and Facility information.
  - **New Owner** – when selecting New Owner, Facility Information Updates and Additional Tank Found options are available when completing the form.
    - Enter, or search, the Facility Number. The Owner and Facility information will populate in the Facility Selection.

- The next screen is Ownership where you will be allowed to enter the new/updated owner information.
    - **Facility Information Update** – Change of Product, Change of Service, Permitted Notifications and Additional Tank Found can be submitted on the same form type as Facility Information Update. Note: New Facility, New Owner and Ownership Information Update types cannot be submitted on the same Notification Form with Facility Information Update type.
    - **Ownership Information Update** – when selecting this, no other type is available.
        - Enter, or search, the Facility Number. The Owner and Facility information will populate in the Facility Selection.
        - The next screen is Ownership where you will be allowed to enter the update the owner information.
    - **Change of Product -** Change of Service and Facility information Update can be submitted on the same form.
    - **Change of Service** – Change of Product and Facility Information Update can be submitted on the same form.
    - **Permitted Notifications** - Facility Information Update type is available to be included on the same notification. Change of Service and/or Change of Product are available when completing the form.
    - **Additional Tank Found** – Facility Information Update type can be submitted with the Additional Tank Found type.
- **All Form Types**:
    - If required provide a Facility Number for this Notification Form

    - Enter, or search, the Facility Number. The Owner and Facility information will populate in the Facility Selection.
    - Permitted Notifications will need to have the Permit Number selected from the dropdown.

    - Save and Continue