USER'S MANUAL

Underground **S**torage **T**ank Contractor Portal

Office of the Illinois State Fire Marshal

June 2020

Revision Sheet

Release No.	Date	Revision Description
Rev. 0	6/2013	Initial Release
Rev. 1	2/2014	Added screens and revised menu
	2/2015	Update document
	7/2018	Update document
	8/2019	Added new forms to document
	5/2020	Update document

1 TABLE OF CONTENTS

1 OVERVIEW

1.1 System Overview

The Illinois State Fire Marshal's (OSFM) Underground Storage Tank Contractor portal is designed to allow contractors to schedule their own inspections. It provides increased flexibility in the scheduling of permitted activities.

With the UST Contractor Portal System contractors can:

- Login to a contractor account
- View lists and details of outstanding permits
- Schedule an inspection
- Create emergency repair requests
- Create and submit permit applications
- View permit information
- Maintain some contact information

* All data displayed in screen captures is for illustrative purposes only and may not reflect actual data.

2 GETTING STARTED

2.1 Accessing the Contractor Portal

The contractor will be assigned a User ID and Password by the OSFM. The User ID may be changed, but the password must be changed after the initial log in. The User ID and Password are case sensitive. If you forget your User ID or Password, there is a link on the page to retrieve that information.

This site is compatible with Internet Explorer 9 or greater. Running an older version of Internet Explorer may limit the functionality of the site. Current versions of other browsers should work with the site.

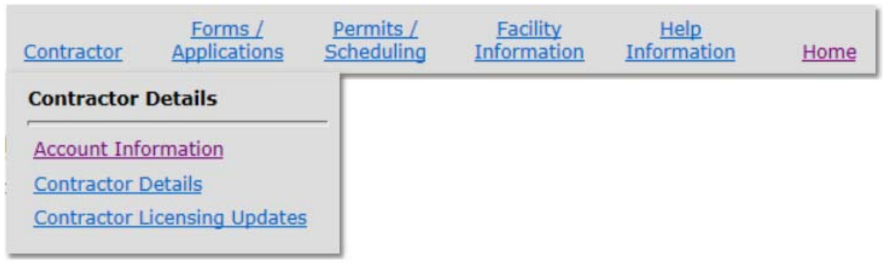
When logging in for the first time, changes to the account will need to be made:

- Change User ID, if desired
- Change the Password (Required)
- Create a Security Question and Answer (Required)
- Add a primary email to the account (Required)

2.2 Creating a Shortcut (Favorite) to the Contractor Portal System

- Click on Favorites or the “star”
- Select a folder
- Enter the Name (optional)
- Click Done

2.3 Main Menu



The Main Menu contains options you will access while using the UST Contractor Portal system.

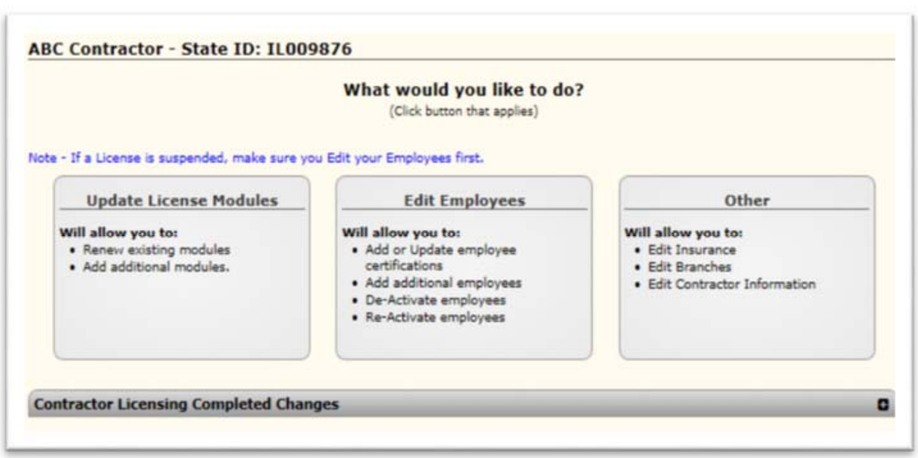
2.3.1 Contractor

The contractor details section of the menu presents screens which allow the contractor to see information OSFM has been provided about the contractor.

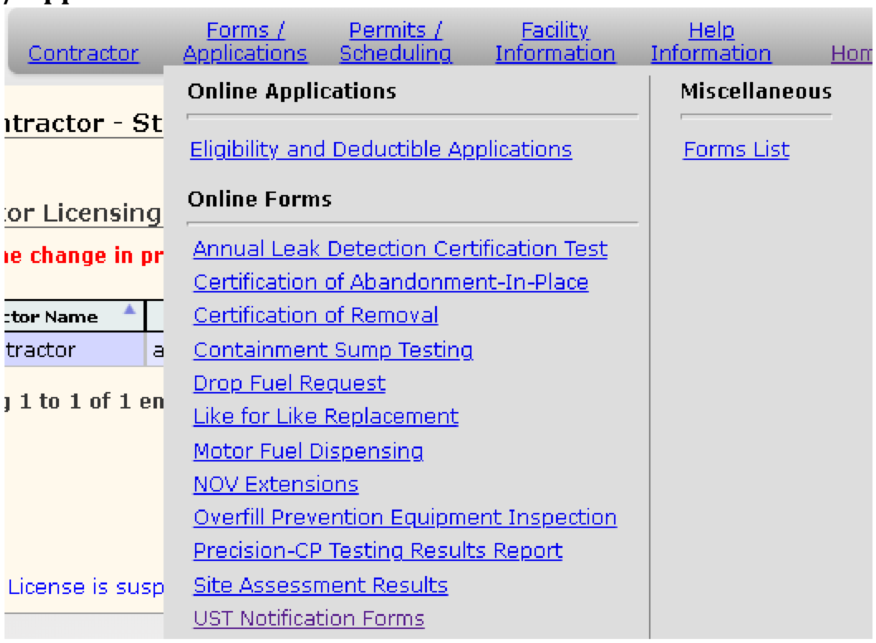
Account Information screen will allow you to update the Security Question and Answer, the User ID, and the Password. The Contractor Number (State ID) cannot be edited as it reflects what OSFM contractor the account is connected with. The screen also allows updating email addresses and maintaining additional Signon IDs.

Contractor Details screen displays contractor information on file for the contractor who is logged into the application. The information includes contact phone numbers, address, Licensed UST Modules, branch information, insurance information and their list of active employees.

Contractor License Updates window allows the contractor to renew or add license modules. It is also where the contractor will edit employee information, insurance branches and their own information.



2.3.2 Forms / Applications



Online Applications: Contractor Licensing Applications *is only listed when a contractor is not logged into the website.* This allows any corporation, partnership or other business entity that installs, removes, upgrades, repairs, tests or lines underground storage tanks in Illinois to submit an online application to apply for a license from Office of the State Fire Marshal.

Online Applications: Eligibility and Deductible Applications allows UST owners and operators planning to seek reimbursement of corrective action costs from the Underground Storage Tank Fund to submit an online application. See instructions further on in this document.

Online Forms: Annual Leak Detection Certification Test link will open a window that displays queues showing in what process the test form you submitted currently is. It also allows you to submit a new test form. See instructions further on in this document.

Online Forms: Certification of Abandonment-In-Place is an online form that does not require a contractor account in order to complete and submit the form. See instructions further on in this document.

Online Forms: Certification of Removal is an online form that does not require a contractor account in order to complete and submit the form. See instructions further on in this document.

Online Forms: Containment Sump Testing link will open a window that displays queues showing in what process the test form you submitted currently is. It also allows you to submit a new test form. See instructions further on in this document.

Online Forms: Drop Fuel Request link will open a window that displays queues showing in what process the drop request you submitted currently is. It also allows you to submit a new Drop Fuel Request form. See instructions further on in this document.

Online Forms: Like for Like Replacement link will open a window that displays queues showing in what process the Like for Like Replacement form you submitted currently is. It also allows you to submit a new Like for Like Replacement form. See instructions further on in this document.

Online Forms: Motor Fuel Dispensing is an online form that does not require a contractor account in order to complete and submit the form. See instructions further on in this document.

Online Forms: Overfill Prevention Equipment Inspection link will open a window that displays queues showing in what process the form you submitted currently is. It also allows you to submit a new form. See instructions further on in this document.

Online Forms: NOV Extensions link will open the NOV Extension Forms window. Queues are shown listing any NOV Extensions having been started and / or submitted being reviewed, approved or denied.

Online Forms: Precision-CP Testing Results Report link will open a window that displays awaiting, being reviewed and approved queues. The window will also have a button that will allow you to fill out a new report form. See instructions further in this document.

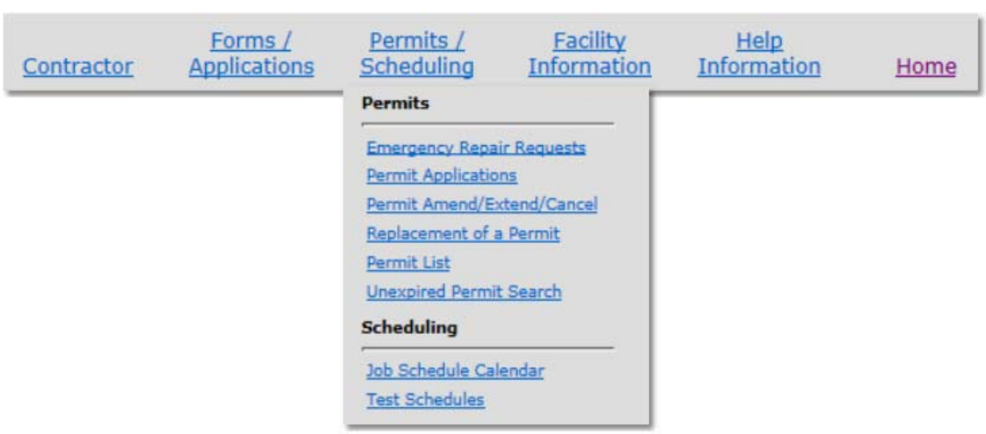
Online Forms: Site Assessment Results is an online form that does not require a contractor account in order to complete and submit the form. See instructions further on in this document.

Online Forms: UST Notification Form is an online form that does not require a contractor account in order to complete and submit the form. See instructions further on in this document.

Miscellaneous: Forms List allows contractors to view a history of their submitted forms. See instructions further on in this document.

2.3.3 Permits / Scheduling

Information about the contractor's permits and job schedules.



Permits: Emergency Repair Requests is displayed in sections according to their status. Not Submitted Applications, Submitted Applications, Approved Applications Waiting on a Permit, Approved Applications, Denied Applications and Cancelled Applications.

The contractor may also create new emergency repair requests and edit/view existing requests.

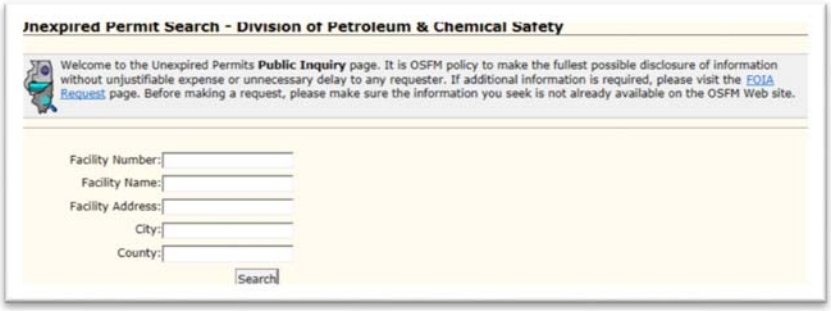
Permits: Permit Applications is where the contractor's list of Applications Awaiting Action, Applications in Progress and the Denied Applications. Applications Awaiting Action are applications that have not yet been submitted for approval or have been rejected for additional information. Applications in Progress have yet or are being reviewed for approval.

Permits: Permit Amend/Extend/Cancel will allow a contractor to locate a permit by searching on the Facility Number or the Permit Number. If neither is known, there is an advanced search that can be used.

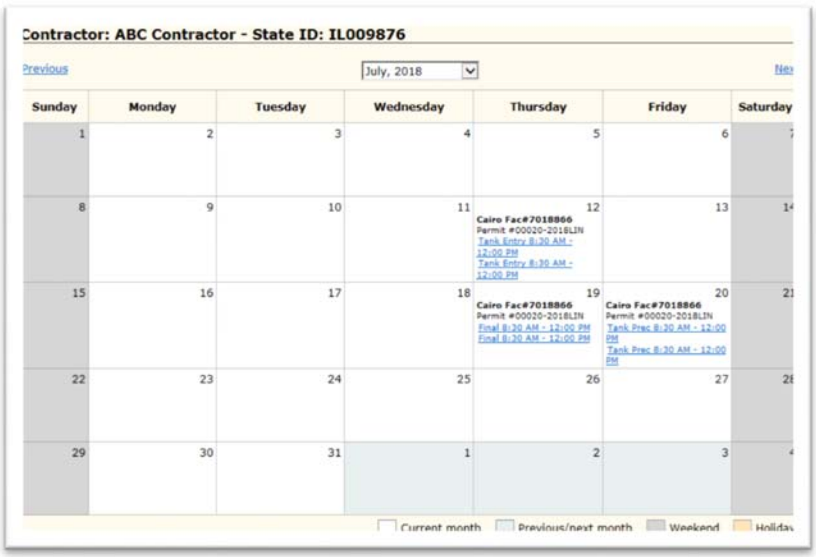
Permits: Replacement of a Permit may expire before the job has been completed. In some instances, a permit may have been voided. A contractor can apply for a replacement copy by using the Replacement of a Permit process.

Permits: Permit List displays approved permits for the contractor. By default, current permits which may be scheduled are displayed. A full history of permits may be selected. Permit details can be viewed and permits may be scheduled from this screen.

Permits: Unexpired Permit Search link will take the contractor to the Unexpired Permits **Public Inquiry** page.



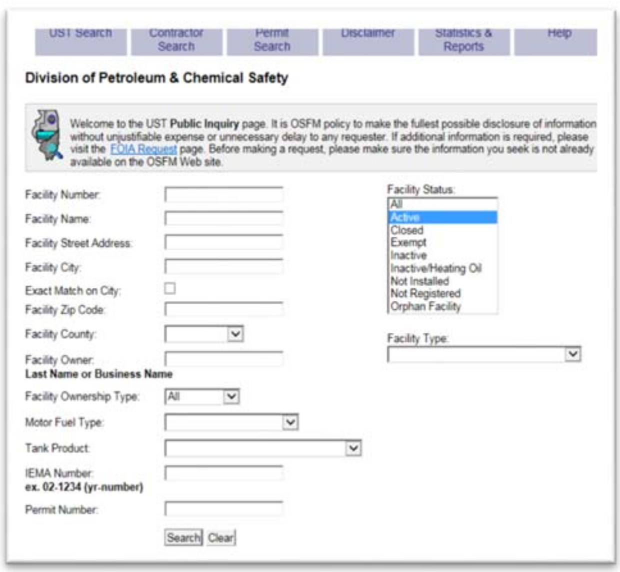
Scheduling: Job Schedule Calendar link will take the contractor to a calendar view of their scheduled jobs.



Scheduling: Test Schedules screen provides a way to schedule “Required Job Schedules for Testing”. It also displays previously scheduled testing jobs.

2.3.4 Facility Information

The Facility Information link takes a contractor to the UST Public Inquiry page.



2.3.5 Help Information

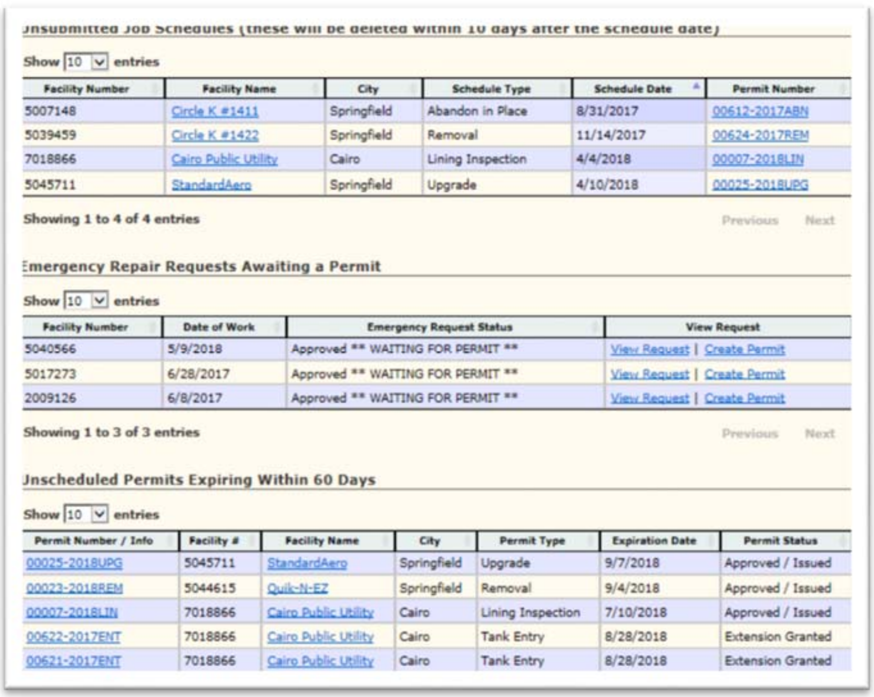
Help Manual opens this document.

Contractor Information/License Manual is where you will find out more on how to fill out and submit an application.

TeamViewer Download is used If you need help with an application.

2.3.6 Home

This is the default screen when logging in to the system. Any issues with the contractor's licenses are displayed. Notices from OSFM to the contractors are displayed. Also displayed are any job schedules which have been entered but not submitted.



Unsubmitted Job Schedules (these will be deleted within 10 days after the schedule date)

Show 10 entries

Facility Number	Facility Name	City	Schedule Type	Schedule Date	Permit Number
5007148	Circle K #1411	Springfield	Abandon in Place	8/31/2017	00612-2017ABN
5039459	Circle K #1422	Springfield	Removal	11/14/2017	00624-2017REM
7018866	Cairo Public Utility	Cairo	Lining Inspection	4/4/2018	00007-2018LIN
5045711	StandardAero	Springfield	Upgrade	4/10/2018	00025-2018UPG

Showing 1 to 4 of 4 entries Previous Next

Emergency Repair Requests Awaiting a Permit

Show 10 entries

Facility Number	Date of Work	Emergency Request Status	View Request
5040566	5/9/2018	Approved ** WAITING FOR PERMIT **	View Request | Create Permit
5017273	6/28/2017	Approved ** WAITING FOR PERMIT **	View Request | Create Permit
2009126	6/8/2017	Approved ** WAITING FOR PERMIT **	View Request | Create Permit

Showing 1 to 3 of 3 entries Previous Next

Unscheduled Permits Expiring Within 60 Days

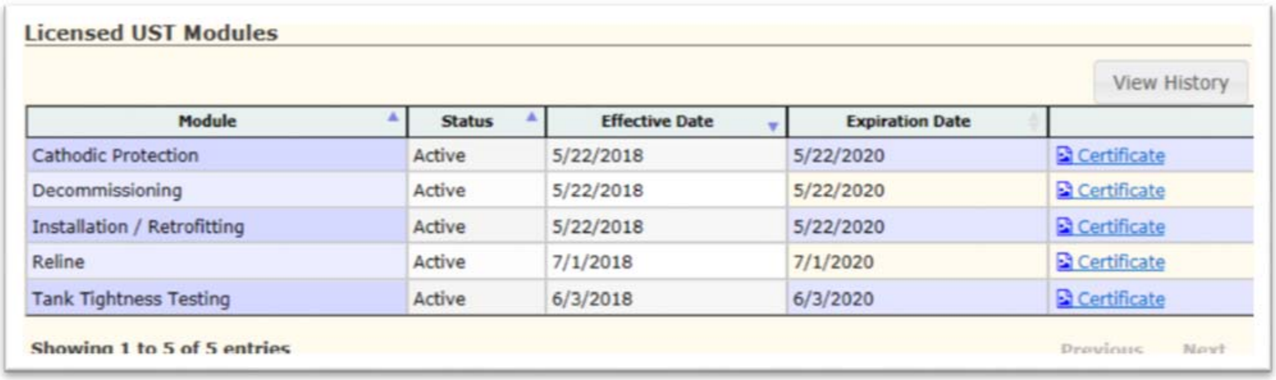
Show 10 entries

Permit Number / Info	Facility #	Facility Name	City	Permit Type	Expiration Date	Permit Status
00025-2018UPG	5045711	StandardAero	Springfield	Upgrade	9/7/2018	Approved / Issued
00023-2018REM	5044615	Quik-N-EZ	Springfield	Removal	9/4/2018	Approved / Issued
00007-2018LIN	7018866	Cairo Public Utility	Cairo	Lining Inspection	7/10/2018	Approved / Issued
00622-2017ENT	7018866	Cairo Public Utility	Cairo	Tank Entry	8/28/2018	Extension Granted
00621-2017ENT	7018866	Cairo Public Utility	Cairo	Tank Entry	8/28/2018	Extension Granted

2.4 Tables in the Application

Most tables in the system will have the following features:

1. The ability to select the number of rows by 10, 25, 50 or 100 to display in the table at a time.
2. Sort the table by clicking on the column headers. Click once to sort ascending. Click again to sort descending.
3. Displays which rows are shown in the table out of how many total rows.
4. Previous and Next buttons/links to allow paging through the table


Licensed UST Modules

View History

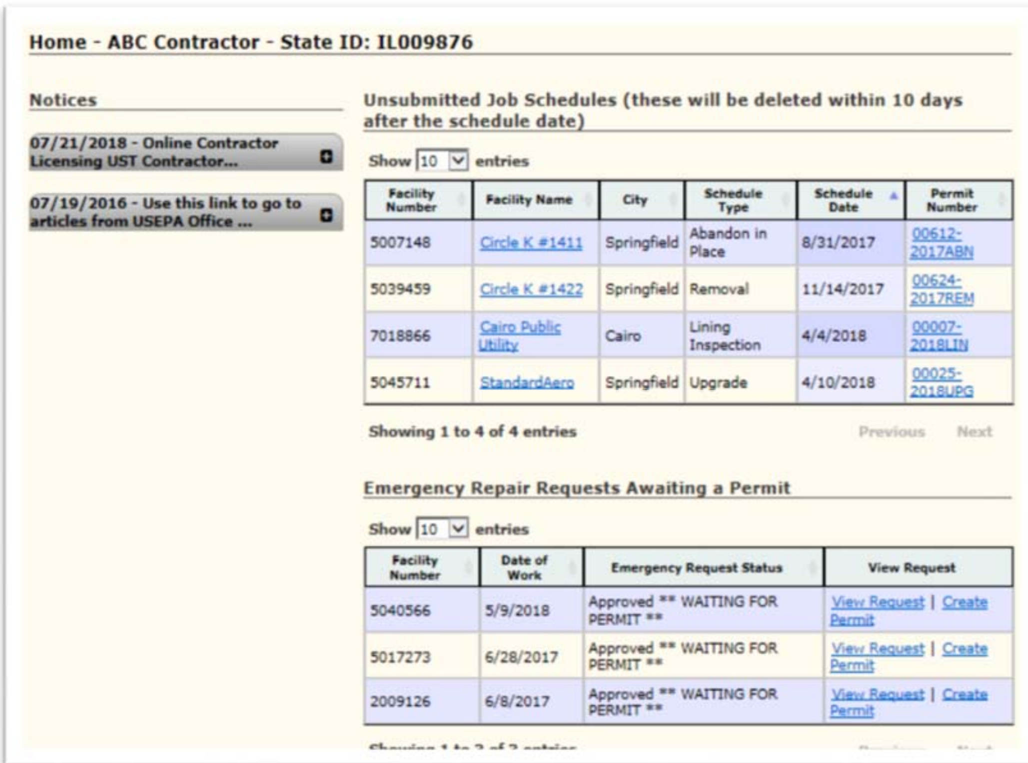
Module	Status	Effective Date	Expiration Date	
Cathodic Protection	Active	5/22/2018	5/22/2020	Certificate
Decommissioning	Active	5/22/2018	5/22/2020	Certificate
Installation / Retrofitting	Active	5/22/2018	5/22/2020	Certificate
Reline	Active	7/1/2018	7/1/2020	Certificate
Tank Tightness Testing	Active	6/3/2018	6/3/2020	Certificate

Showing 1 to 5 of 5 entries

Previous Next

3 HOME

Once logged into the system the Home page is displayed.


Home - ABC Contractor - State ID: IL009876

Notices

07/21/2018 - Online Contractor Licensing UST Contractor...

07/19/2016 - Use this link to go to articles from USEPA Office ...

Unsubmitted Job Schedules (these will be deleted within 10 days after the schedule date)

Show 10 entries

Facility Number	Facility Name	City	Schedule Type	Schedule Date	Permit Number
5007148	Circle K #1411	Springfield	Abandon in Place	8/31/2017	00612-2017ABN
5039459	Circle K #1422	Springfield	Removal	11/14/2017	00624-2017REM
7018866	Cairo Public Utility	Cairo	Lining Inspection	4/4/2018	00007-2018LIN
5045711	StandardAero	Springfield	Upgrade	4/10/2018	00025-2018UPG

Showing 1 to 4 of 4 entries Previous Next

Emergency Repair Requests Awaiting a Permit

Show 10 entries

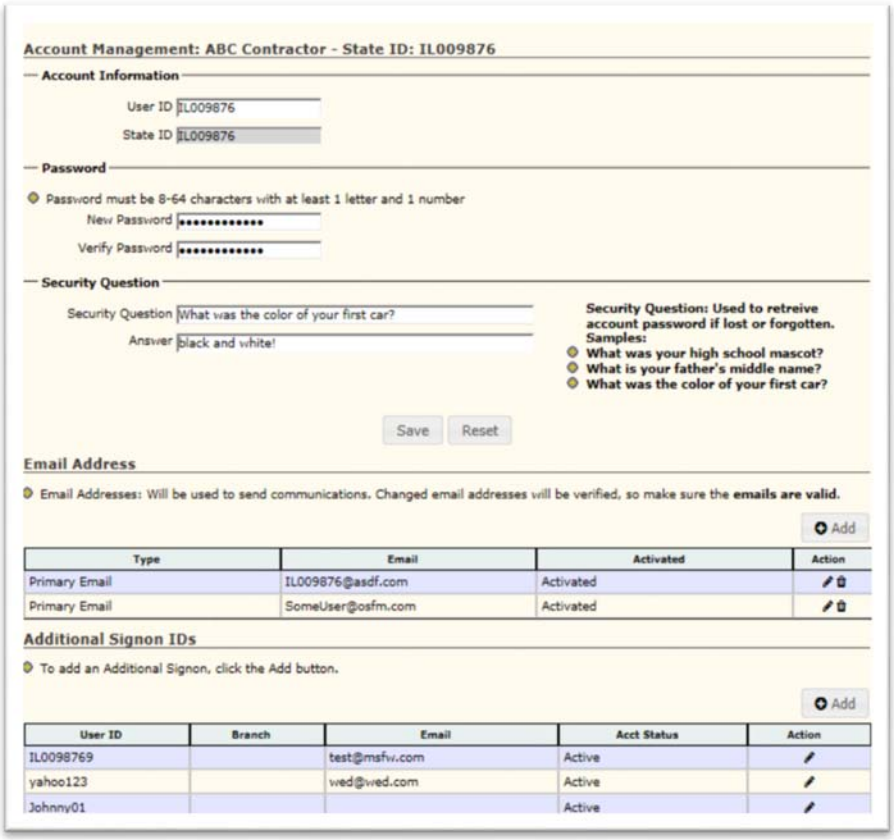
Facility Number	Date of Work	Emergency Request Status	View Request
5040566	5/9/2018	Approved ** WAITING FOR PERMIT **	View Request | Create Permit
5017273	6/28/2017	Approved ** WAITING FOR PERMIT **	View Request | Create Permit
2009126	6/8/2017	Approved ** WAITING FOR PERMIT **	View Request | Create Permit

There are several components to this screen.

1. **Notices**: Any notices from OSFM will appear on this page.
2. **Unsubmitted Job Schedules**: Any permit not submitted or testing job schedules will be displayed.
3. **Emergency Repair Requests Awaiting a Permit**: An Emergency Repair Request having been submitted but not yet having a permit applied for will show on this list.
4. **Unscheduled Permits Expiring in 60 Days**: Permits not having yet been scheduled for work and expiring in 60 days or less will show on this list.

4 CONTRACTOR

4.1 Account Information

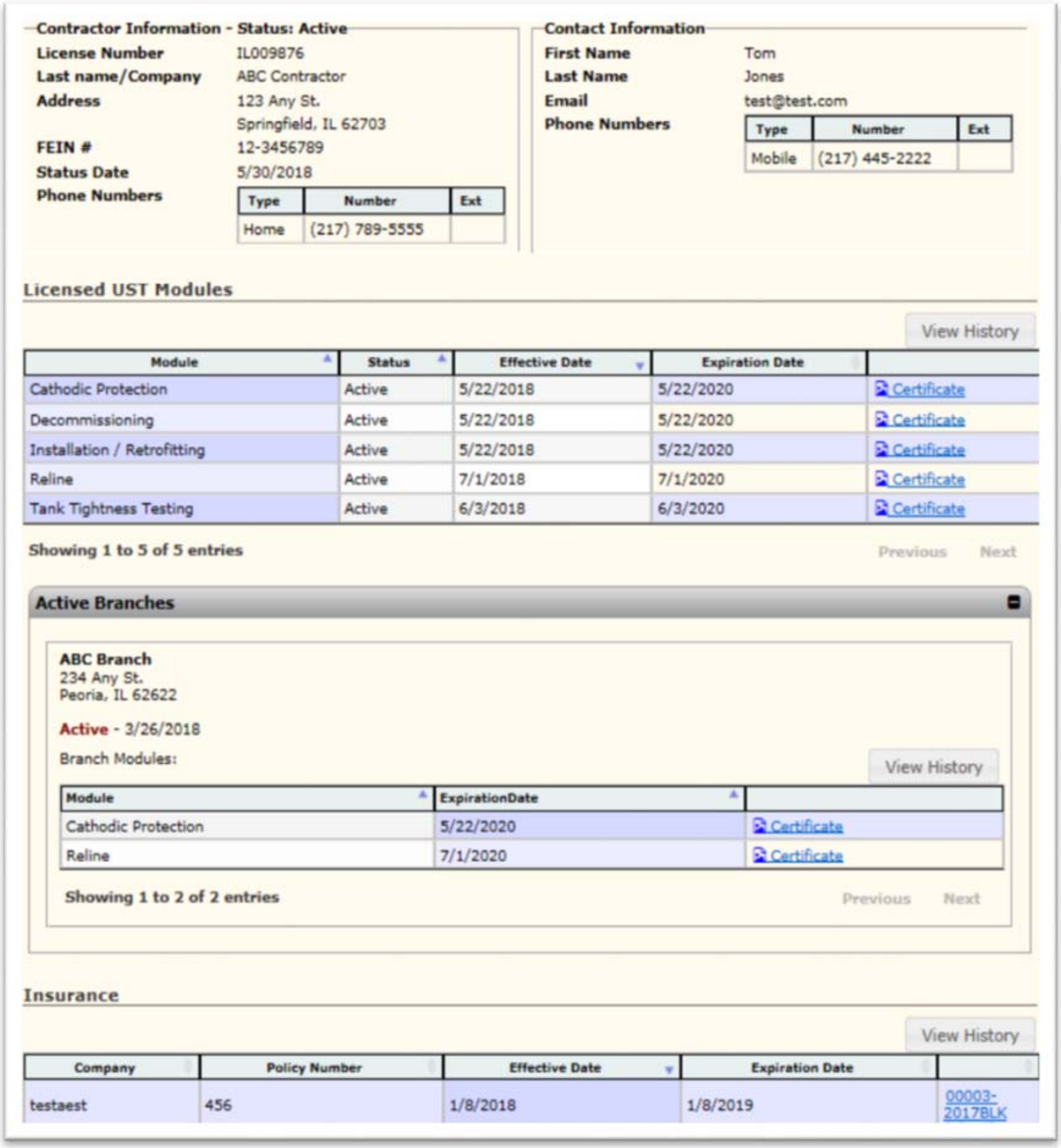


This screen will allow you to update the Security Question, the Answer to the security question, the User ID, and the Password. The Contractor Number cannot be edited as it reflects what OSFM contractor the account is connected with. The screen also allows updating email addresses and maintaining additional Signon IDs.

The account management screen for an Additional Sign-on account is similar to the main account management screen.

- Enter the new User ID on the screen and click the Add ID link.
- Two additional items are available on the sign-on account management screen.
- There is a dropdown that allows the account to be connected to a branch.
- There is a checkbox which may be used to inactivate the sub-account.
- To edit a sub-account, click on the Edit link for the user.
- Click the Save button after making any changes.

4.2 Contractor Details



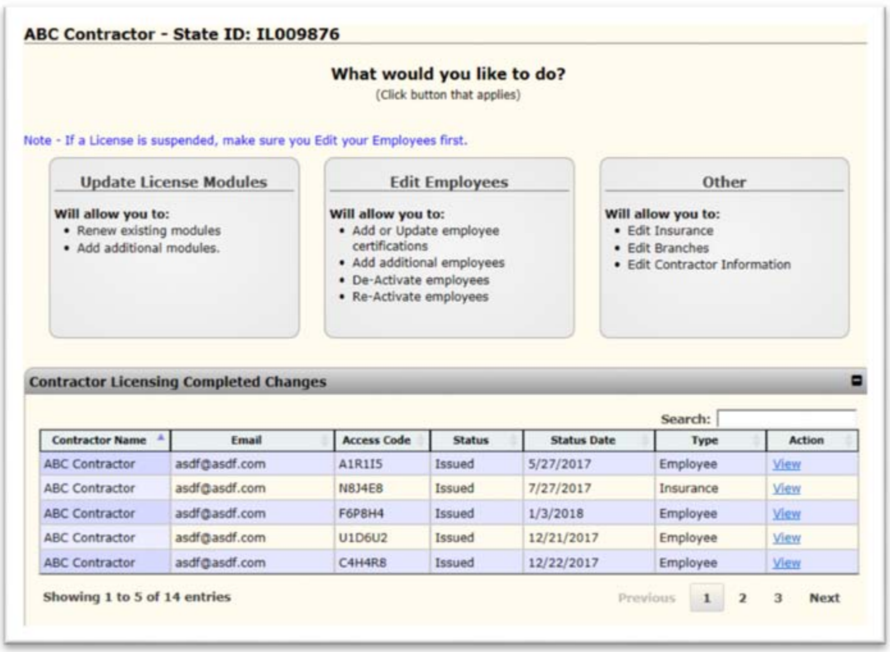
The Contractor Details screen displays the information OSFM has on file for the contractor.

Contractor Information, Licensed UST Modules, Active Branches, Insurance, and a list of their Certified Employees.

- By default, only the active items are displayed. Click the toggle button next to "View History" and all records for the contractor will be displayed.
- When there is an uploaded document such as insurance or certification, click on the link to open it for viewing. Note: No changes can be made to these documents.

4.3 Contractor Licensing Updates

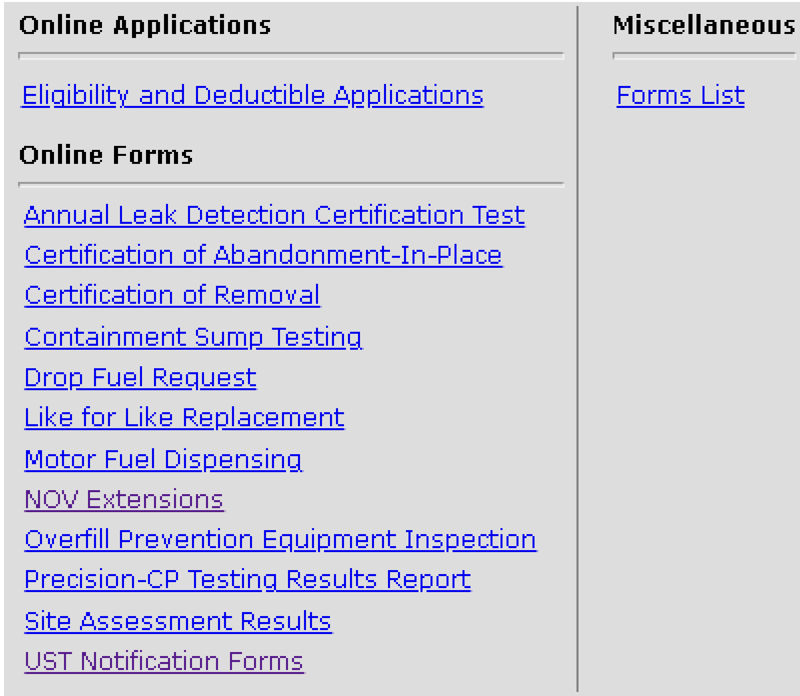
On the Contractor Licensing Renewals page, you can edit your Contractor information, renew a module license, add a module, add or edit a branch and add or edit an employee. There is a question of 'What would you like to do?'. Each box is a selection area that you can click on. We will call this selection area a button. When you click on the button, a new window will open where you will be given more choices that will help you select the type of application you need to complete.



The Contractor Licensing Updates screen will 'walk' you through which type of update or addition needs to be made.

- Only one application may be submitted for approval at a time. An 'application' includes anything that needs to be approved by OSFM staff: renewals, module additions, employee edits/additions, edits to contractor information and insurance updates. You will not be able to start another application until 1. You delete the existing one listed. Or, 2. Complete and submit for OSFM staff to approve.
- Completed changes may be viewed by clicking on the View link for that record.
- Page through the list of changes by using the numbered links.

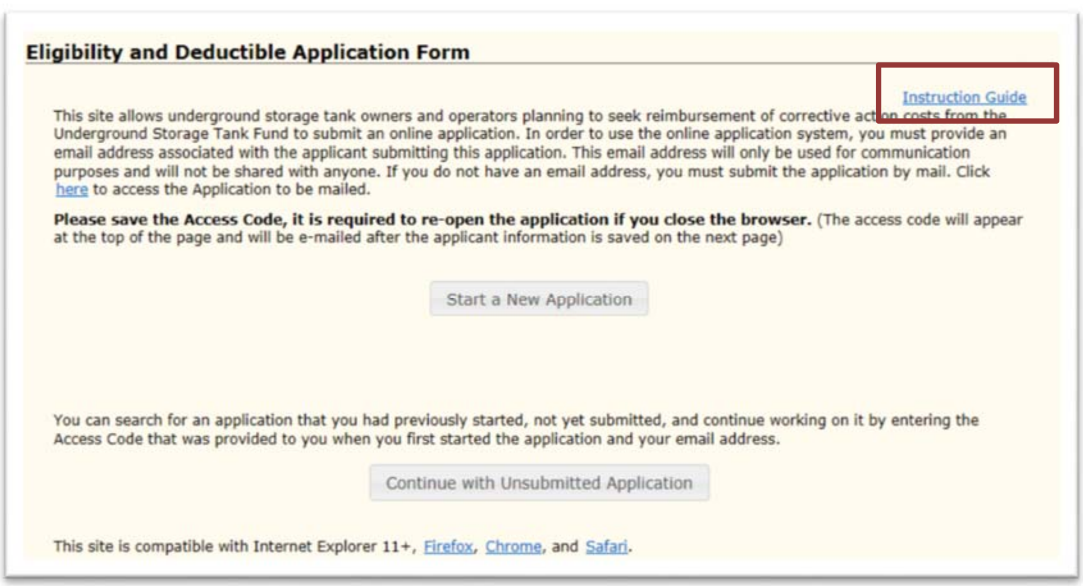
5 FORMS / APPLICATIONS



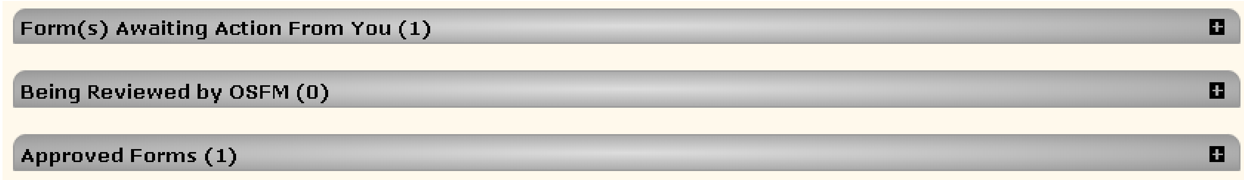
5.1 Online Applications

5.1.1 Eligibility and Deductible Applications

When you choose to fill out an Eligibility and Deducible application, you will be taken to the screen below.   Use the Instruction Guide link to open instructions on how to complete the form.



5.2 Online Forms

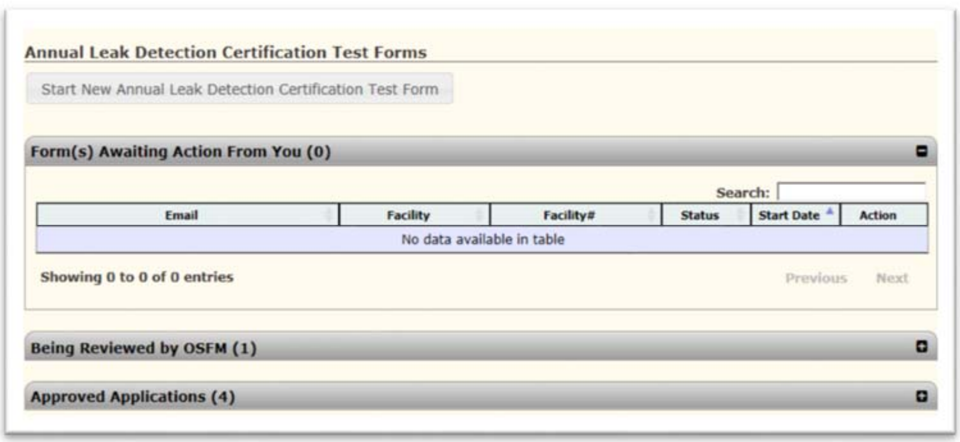


Annual Leak Detection Certification, Containment Sump Testing Form, Drop Fuel Request, Like for Like Replacement and Overfill Prevention Equipment Inspection Form Online Forms will have queues where the form you have started may be found. Depending on the form, you may see the following queue's:

- Form(s) Awaiting Action From You
- Being Reviewed by OSFM
- Approved Forms
- Denied Applications

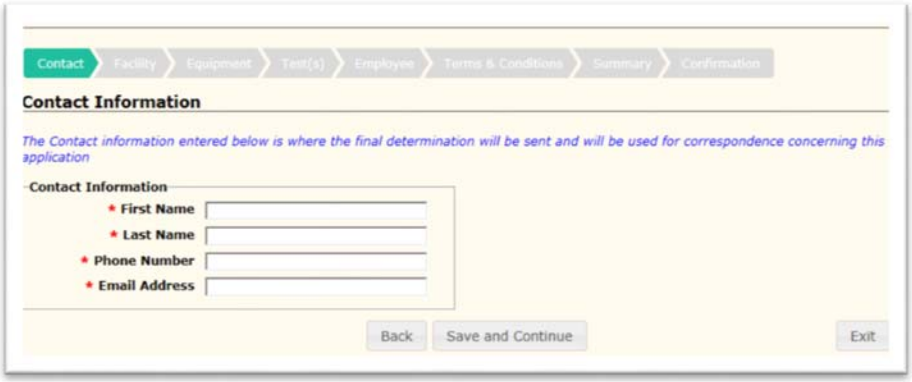
Each queue will have the number of items in the queue shown in parenthesis as part of the queue name. e.g. (4)

5.2.1 Annual Leak Detection Certification Test

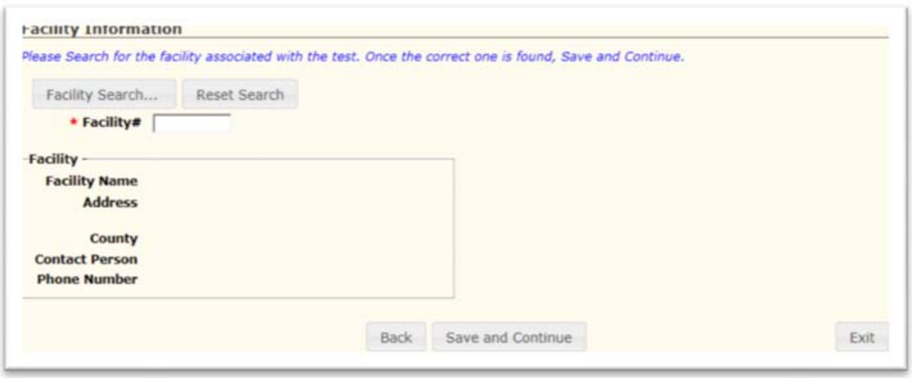


To start an application, click on the Start New Annual Leak Detection Certification Test Form.

If you want to continue with one that you've already started it will be shown in the 'Form(s) Awaiting Action From You' queue. Click on the Edit link.

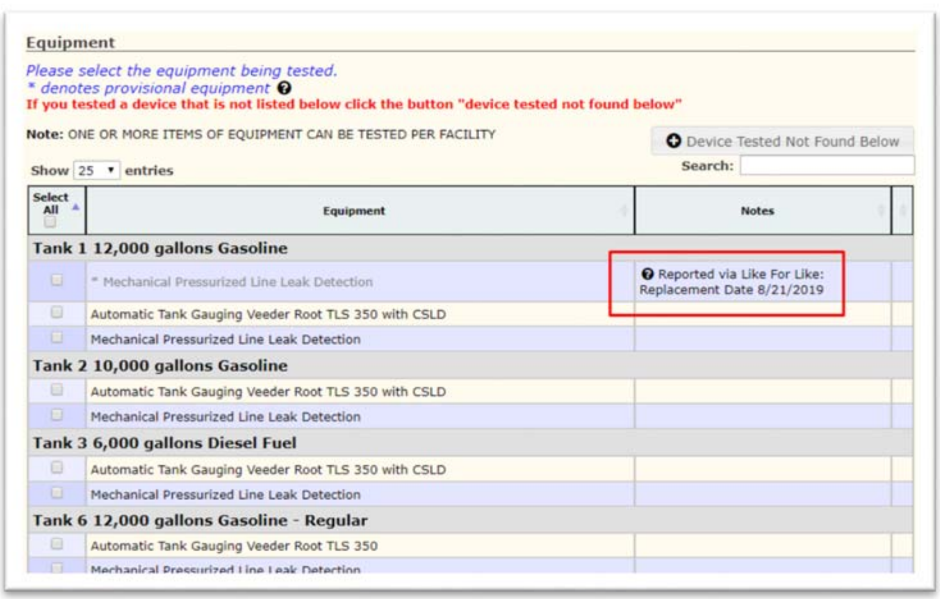


Enter the contact information and click on the Save and Continue button.



Enter the Facility ID or do an advanced search using the Facility Search button.

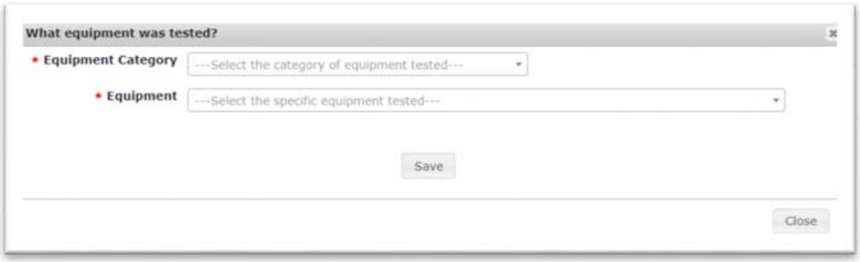
Select the facility from the list. Click Save and Continue.



Select the items to be tested.

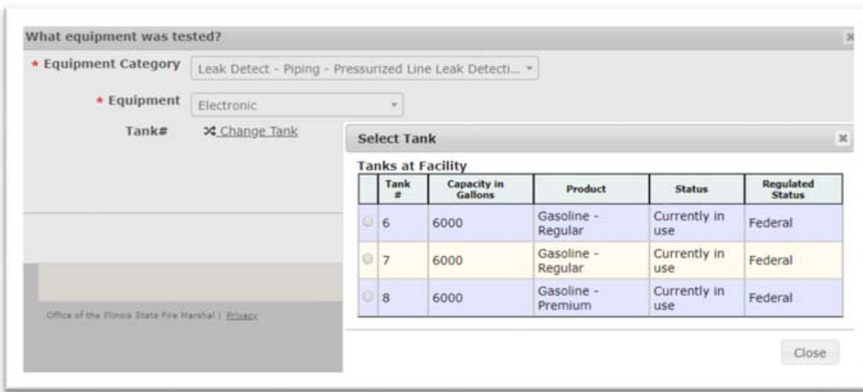
If there was an equipment item added on a different form type before OSFM has approved it (e.g. Like-For-Like form) or an approved permit before it's completed (e.g. Upgrade), it will be noted as such in the Notes column.

If the item isn't listed, click on Device Tested Not Found Below button. Select the Equipment Category and the Equipment from the drop down. Click Save and Close.



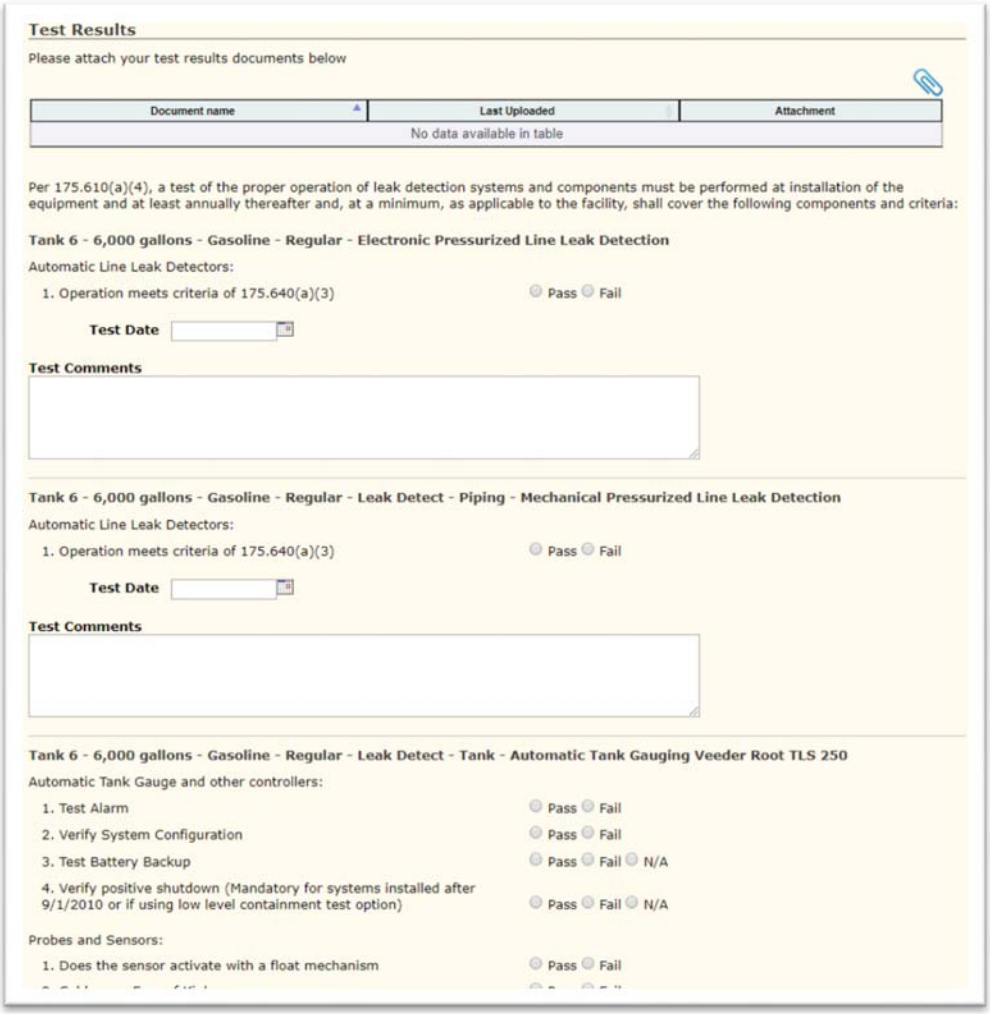
Select the tank to associate the equipment with.

Click Save > Close



The newly added item, checked, will show under the tank that was selected.

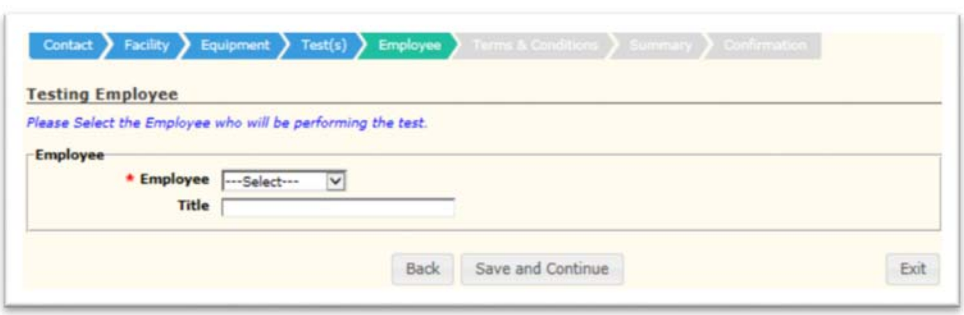
Click Save and Continue.



For each item that was selected, a list of components and criteria will need to be checked as Pass or Fail.

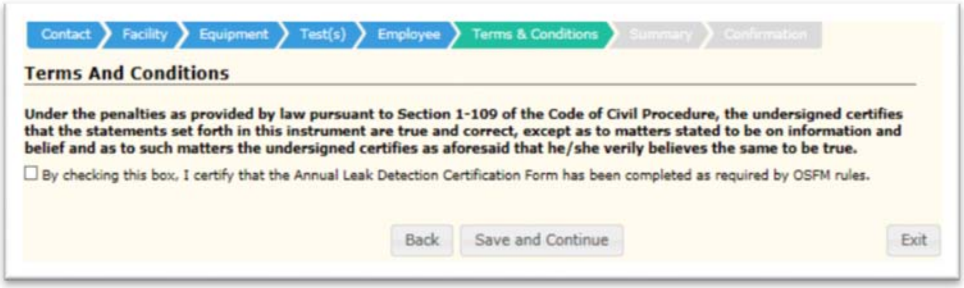
The Test Date will need to be completed.

A place for Test Comments are available.



Select the name of the employee that is performing the test.

Enter a title for that employee.   Click on Save and Continue.

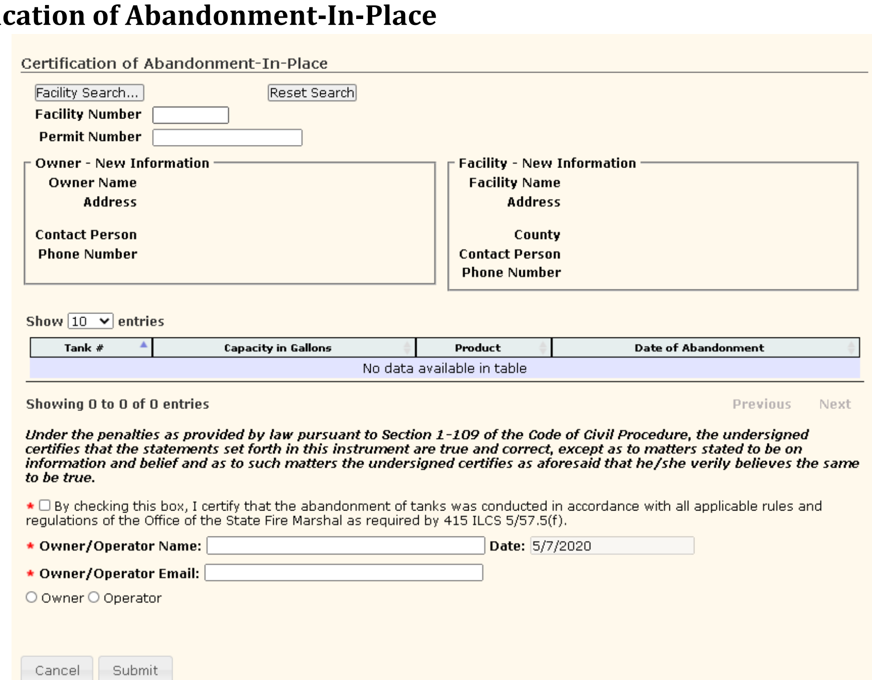


Place a check mark in the 'By Checking this boy, I certify….'. Click on Save and Continue.

The summary page will open for you to review. Click on the Complete button.

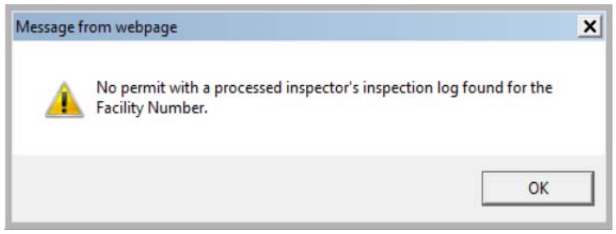
If the form was submitted with any items as 'Fail', you will see the confirmation saying that the form needs to be reviewed by OSFM.

5.2.2 Certification of Abandonment-In-Place



Enter the Facility or Permit Number. If you entered the facility number, select the Permit Number.

If the permit is not found, you will receive a message:



If the permit is found, the tanks will be listed.

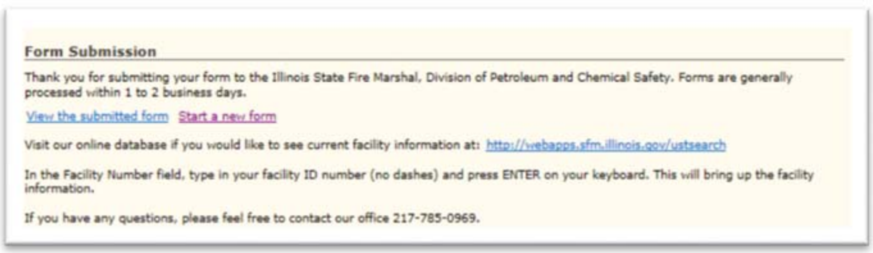
Place a check in the ‘By checking this box, I certify….’.

Enter the Owner/Operator Name.

Enter the Owner/Operator Email.

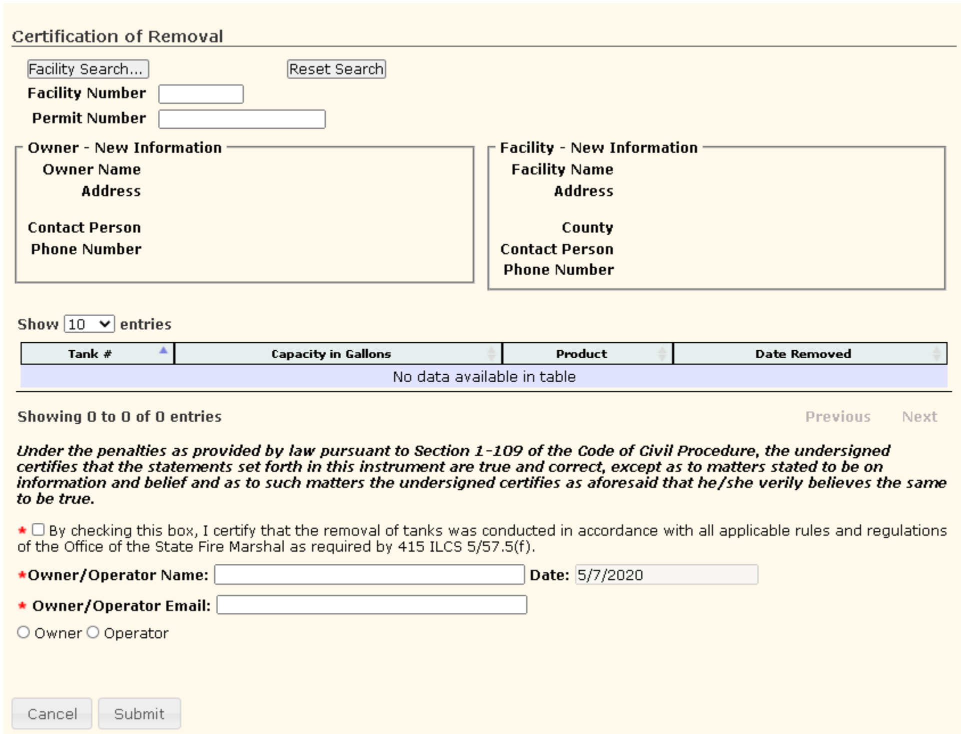
Select if the person entered is the Owner or Operator.

Click on the Submit button.



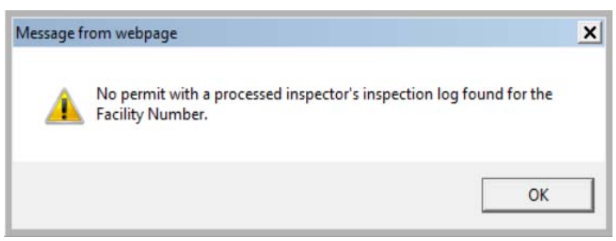
You will be given the option view the submitted form or start a new one.

5.2.3 Certification of Removal

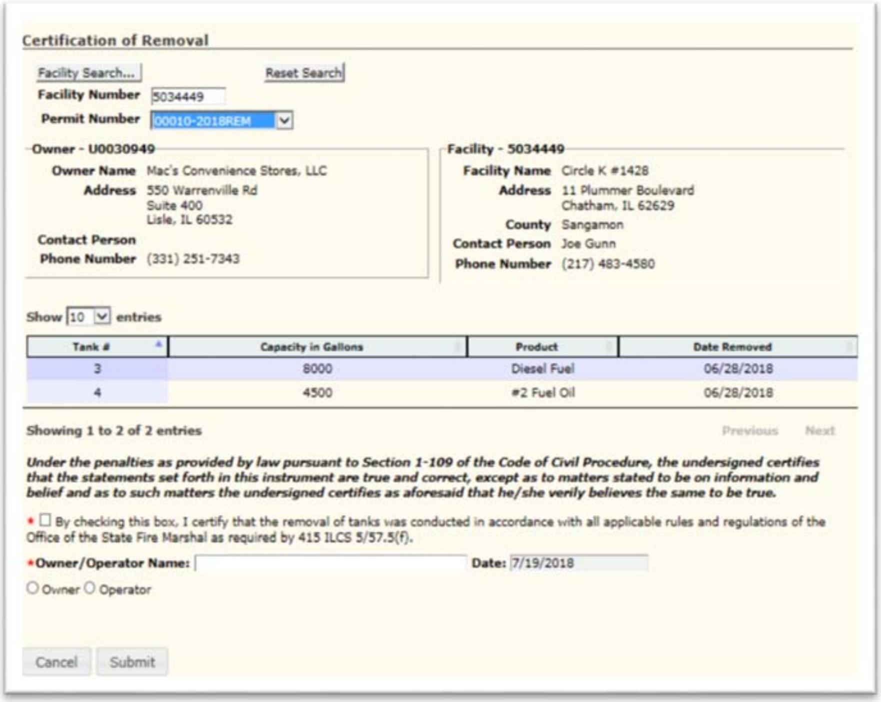


Enter the Facility or Permit Number. If you entered the facility number, select the Permit Number.

If the permit is not found, you will receive a message:



If the permit is found, the tanks will be listed.


Certification of Removal

Facility Search... Reset Search

Facility Number 5034449

Permit Number 00010-2018REM

Owner - U0030949

Owner Name Mac's Convenience Stores, LLC
Address 550 Warrenville Rd
Suite 400
Lisle, IL 60532
Contact Person
Phone Number (331) 251-7343

Facility - 5034449

Facility Name Circle K #1428
Address 11 Plummer Boulevard
Chatham, IL 62629
County Sangamon
Contact Person Joe Gunn
Phone Number (217) 483-4580

Show 10 entries

Tank #	Capacity in Gallons	Product	Date Removed
3	8000	Diesel Fuel	06/28/2018
4	4500	#2 Fuel Oil	06/28/2018

Showing 1 to 2 of 2 entries Previous Next

Under the penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that he/she verily believes the same to be true.

* By checking this box, I certify that the removal of tanks was conducted in accordance with all applicable rules and regulations of the Office of the State Fire Marshal as required by 415 ILCS 5/57.5(f).

*Owner/Operator Name: Date: 7/19/2018

Owner Operator

Cancel Submit

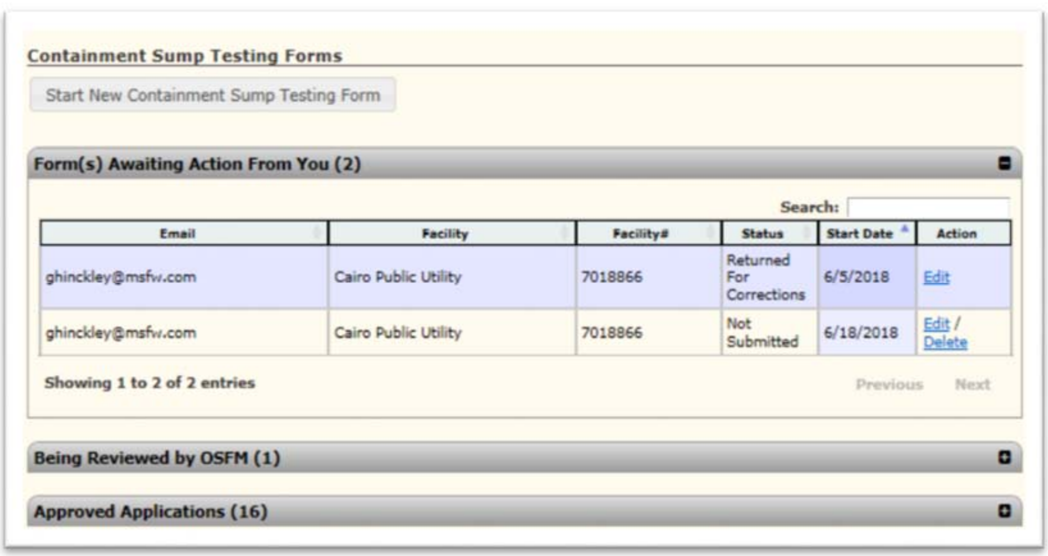
Place a check in the 'By checking this box, I certify….'.

Enter the Owner/Operator Name. Select if the person entered is the Owner or Operator.

Click on the Submit button.

You will be given the option view the submitted form or start a new one.

5.2.4 Containment Sump Testing


Containment Sump Testing Forms

Start New Containment Sump Testing Form

Form(s) Awaiting Action From You (2)

Search:

Email	Facility	Facility#	Status	Start Date	Action
ghinckley@msfw.com	Cairo Public Utility	7018866	Returned For Corrections	6/5/2018	Edit
ghinckley@msfw.com	Cairo Public Utility	7018866	Not Submitted	6/18/2018	Edit / Delete

Showing 1 to 2 of 2 entries Previous Next

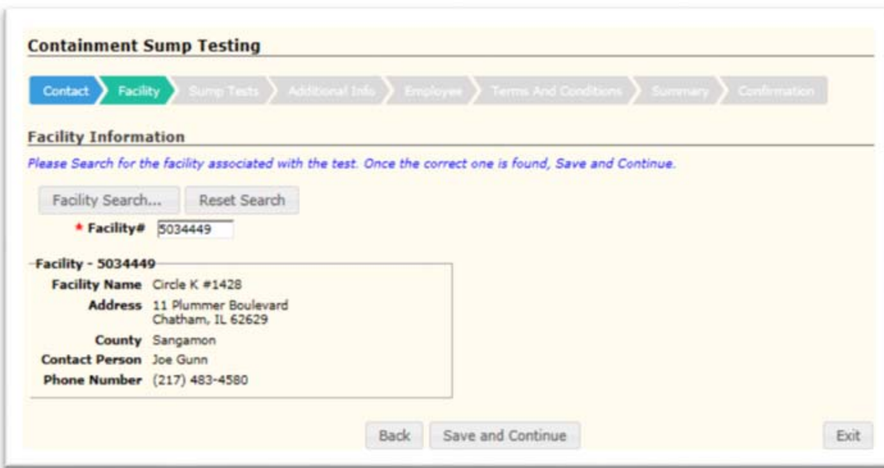
Being Reviewed by OSFM (1)

Approved Applications (16)

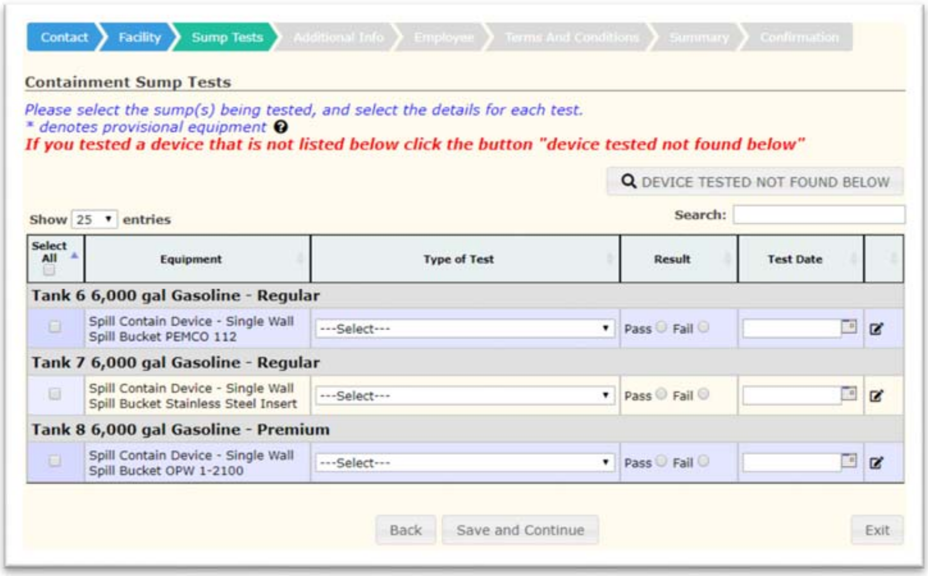
To start a Containment Sump Testing Form, click on the Start New… button.

To continue with one that has already been started, click on Edit in the Action column for that form.

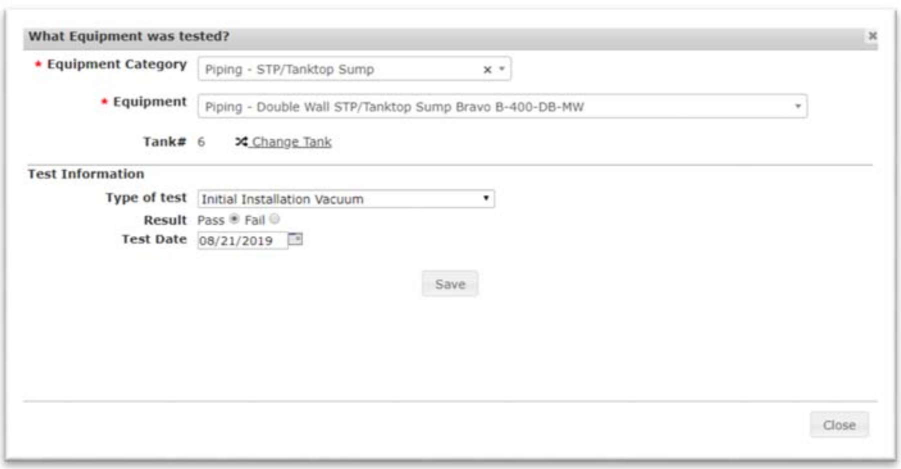
Enter the contact information and click Save and Continue.



Enter the Facility ID or it the id is unknown, use the Facility Search button to do an advanced search. Click on Save and Continue.



Select the devices that will be tested. If the piece of equipment is not selected, click on DEVICE TESTED NOT FOUND BELOW button.



Select the Equipment Category and Equipment.

Select the tank the equipment being tested is associated with

Under Test Information, select the Type of test

Select Pass or Fail according the test results

Set the Test Date

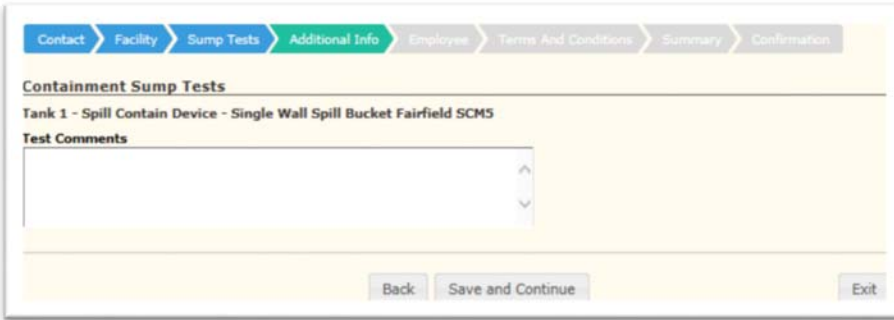
Click Save > Close

On items having already been listed, select the type of test being performed.

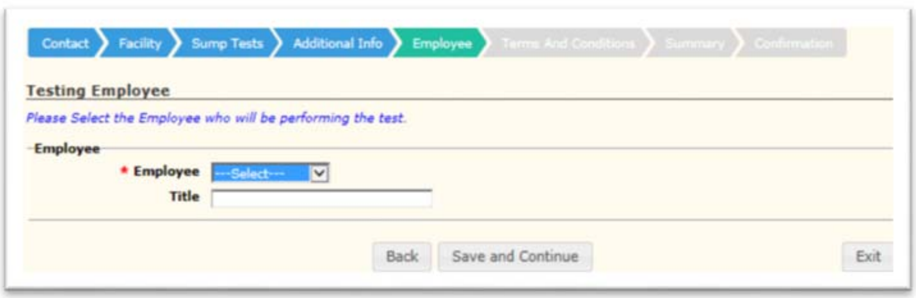
Select if the test passed or failed.

Set the test date.

Click on the Save and Continue button.



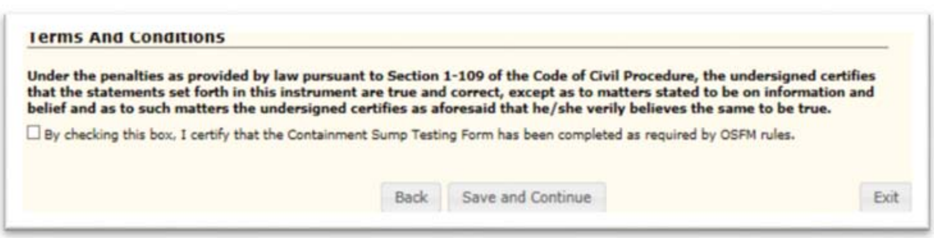
Enter any comments about the test. Click on the Save and Continue button.



Select the employee who will perform the test.

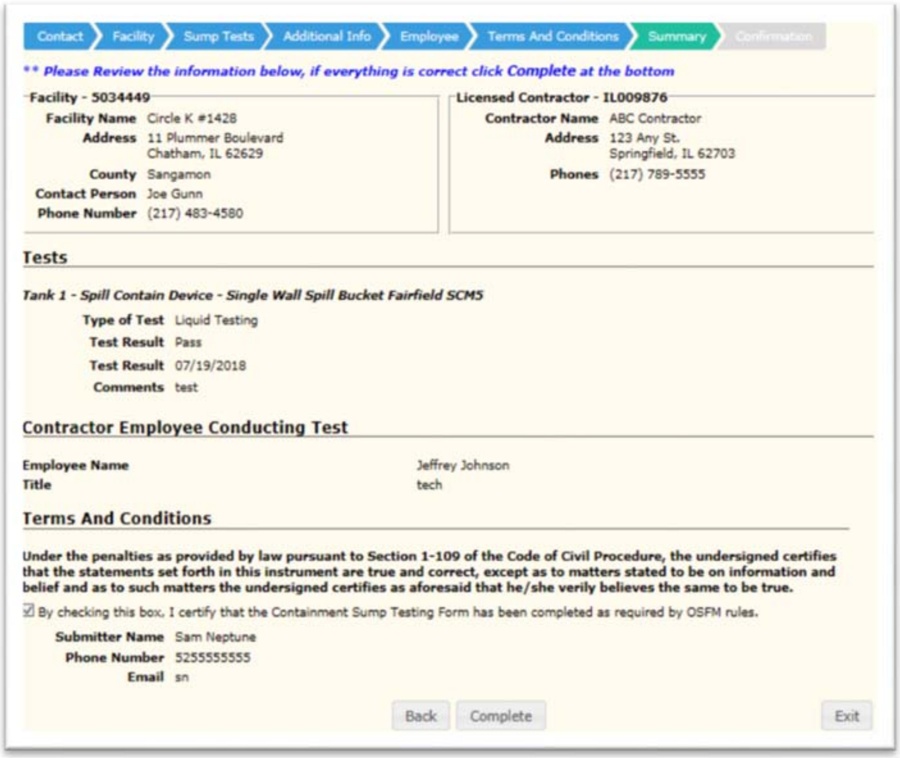
Enter that employee's title.

Click on Save and Continue.

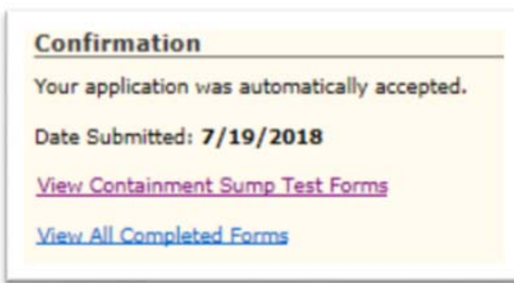


Place a check in the 'By checking this box,… ' .

Click on Save and Continue.

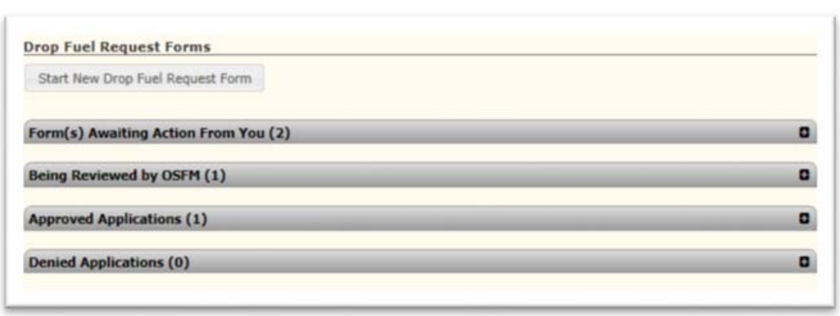


Review the test form, click on the Complete button.



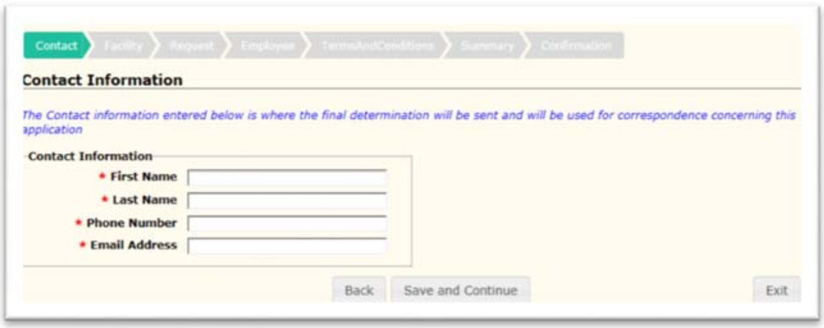
You will be shown a confirmation screen. You can view the test form just completed or all forms having been completed. To exit, click on the Exit button.

5.2.5 Drop Fuel Request



To complete a Drop Fuel Request that had been started, click on the Edit link under the 'Forms Awaiting Action From You' queue.

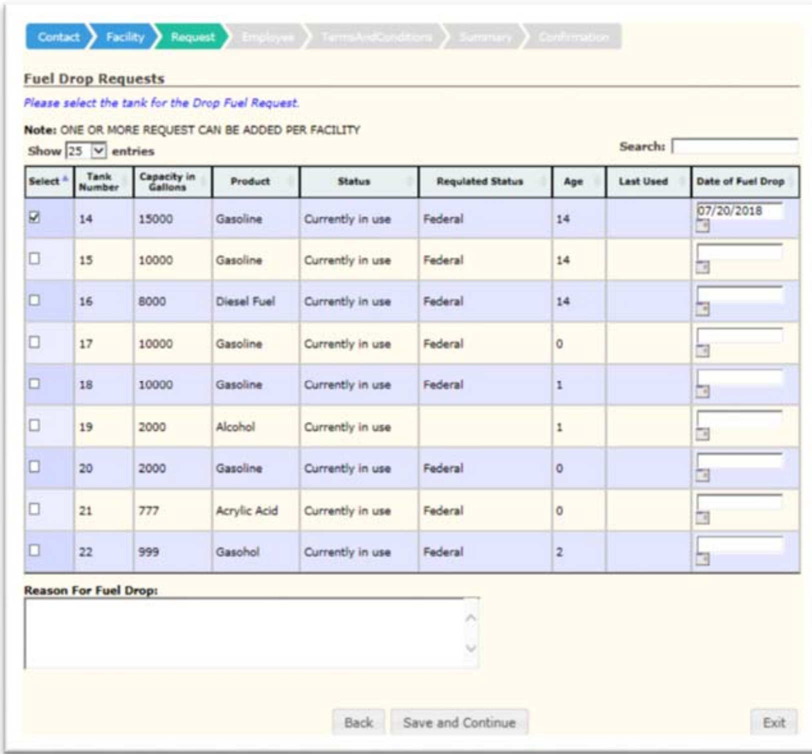
To start a new one, click on the Start New Drop Fuel Request Form.



Enter the contact information. Click on Save and Continue button.

Enter the Facility ID. If the id is not known, click on the Facility Search to do an advanced search.

Click on Save and Continue.

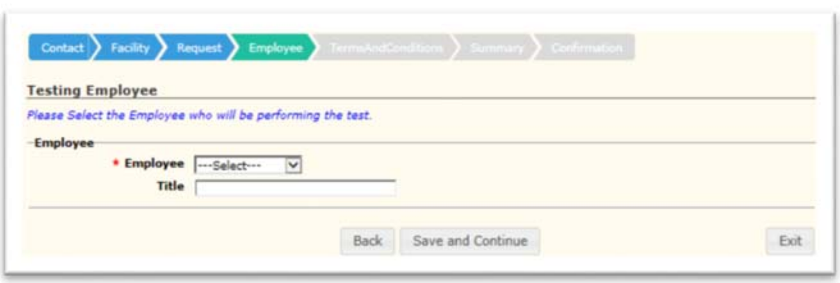


Select the tank(s) that are included in the request.

Set the Date of Fuel Drop.

Enter reason for the fuel drop.

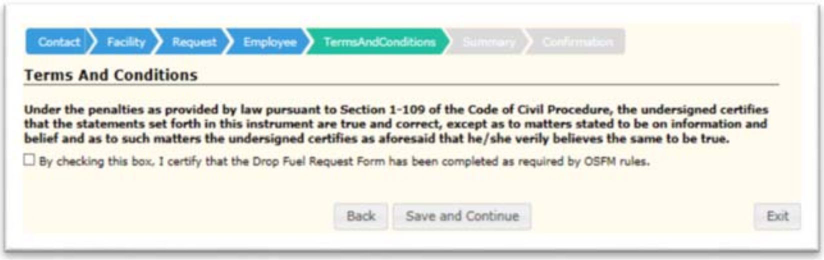
Click on Save and Continue.



Select the employee who will perform the test.

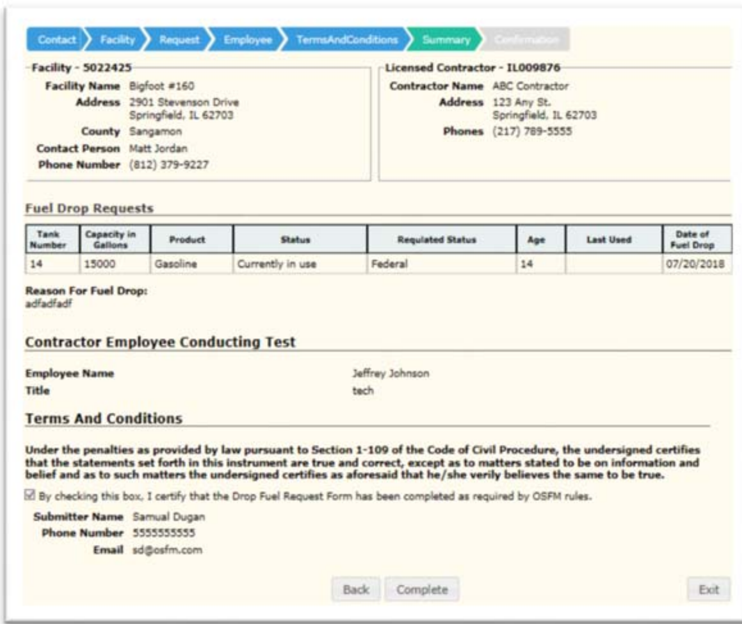
Enter a title for the employee.

Click on Save and Continue.



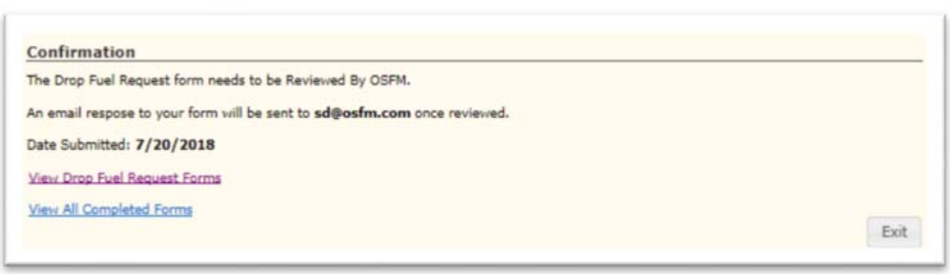
Place a check in the 'By checking this box, I…'.

Click on the Save and Continue button.



Review the summary.

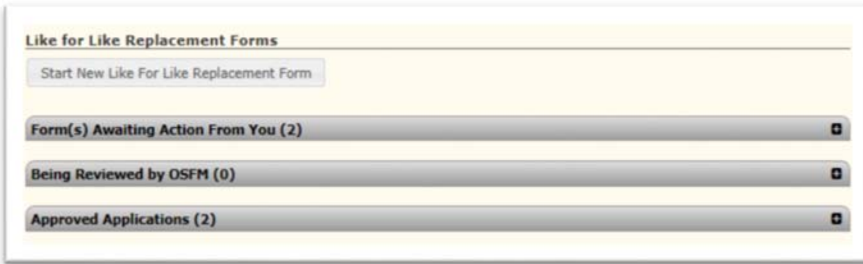
Click on the Complete button.



You will be shown a confirmation screen. You can view the test form just completed or all forms having been completed. To exit, click on the Exit button.

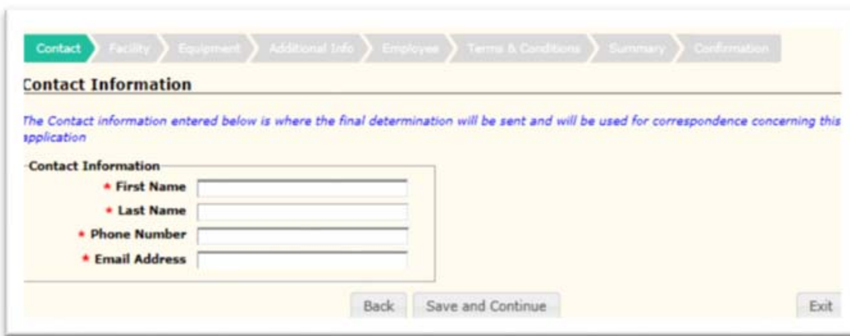
5.2.6 Like for Like Replacement

The options that can be selected on the like for like form can only allow for an exact to exact (make/model), with the exception of spill buckets and overfill devices (drop tubes). These two options can change the make/model. One exception is the spill bucket. It can't go from a single wall to a double wall. That is not allowed under a like for like.

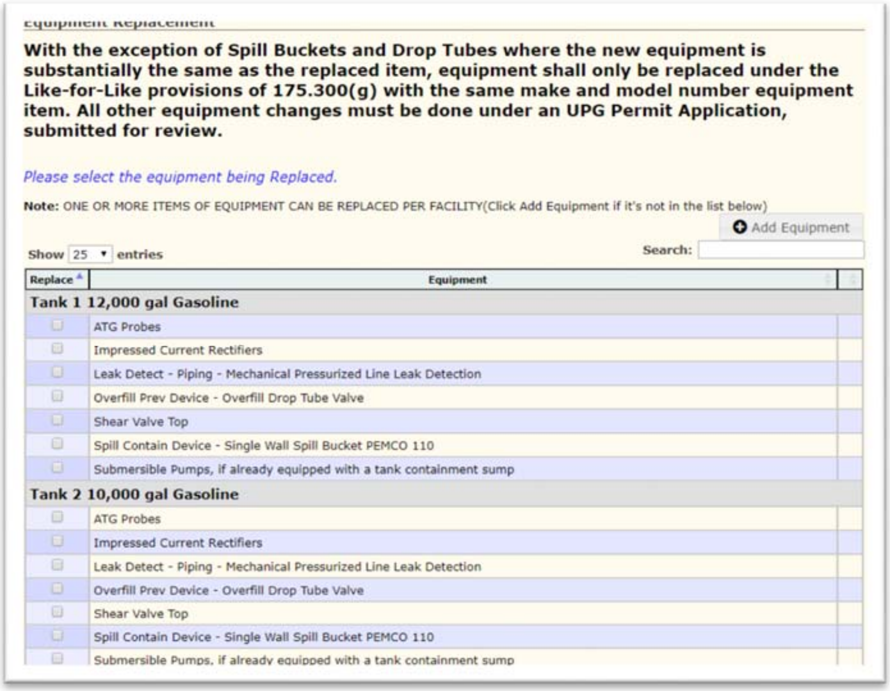


To complete a Like for Like Replacement Form that had been started, click on the Edit link under the 'Forms Awaiting Action From You' queue.

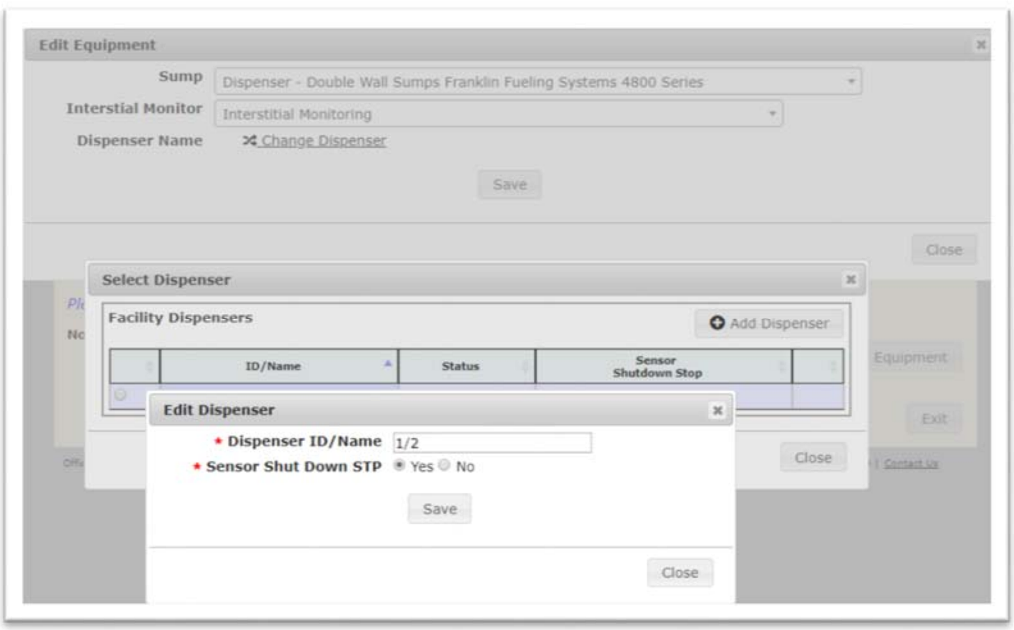
To start a new one, click on the Start New Drop Fuel Request Form.



Enter the contact information. Click on Save and Continue button.



If the equipment item being replaced is not listed, click on the Add Equipment button.



Select the Sump, Interstitial Monitor.

If a dispenser is not listed, use the Add Dispenser.

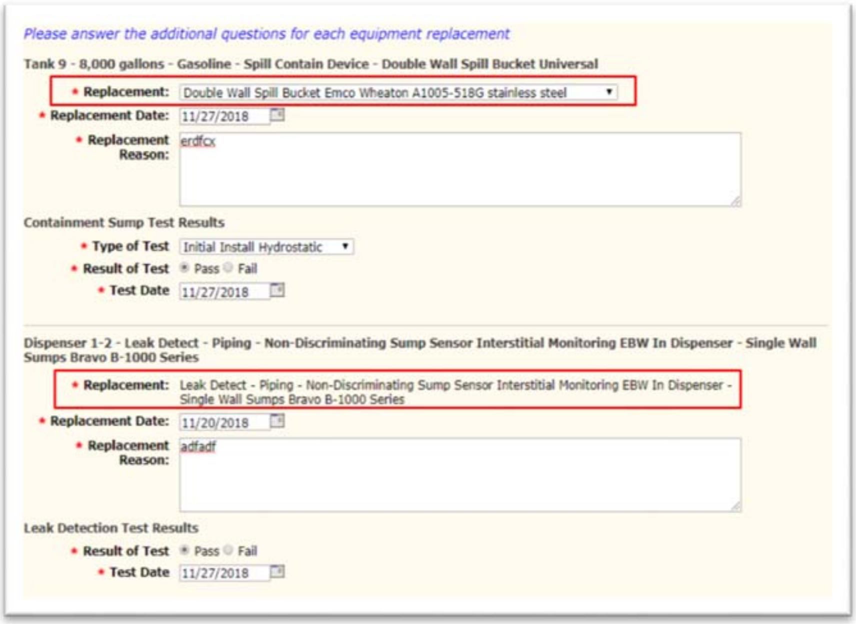
Enter a name and answer if the Sensor Shut Down STP question.

Save > Close; Save > Close

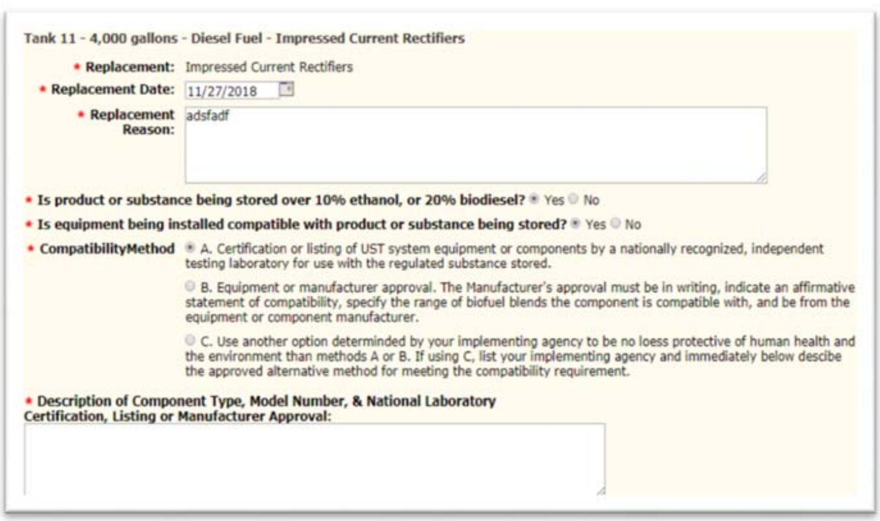
The newly added dispenser will be listed at the bottom under its own heading.

If any other piece of equipment is being replaced, select the equipment.

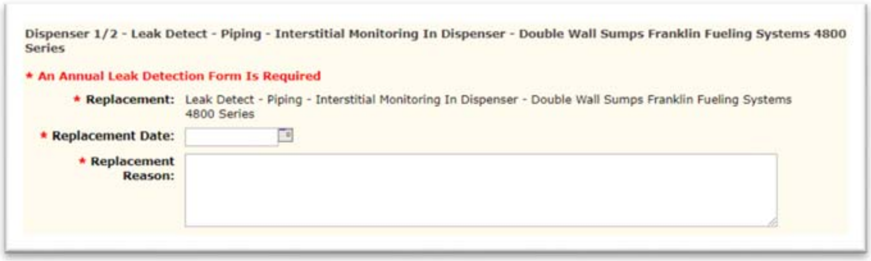
Click on the Save and Continue button.



For each piece of equipment selected, select the replacement item if needed. Set the Replacement Date and enter a reason for the replacement.

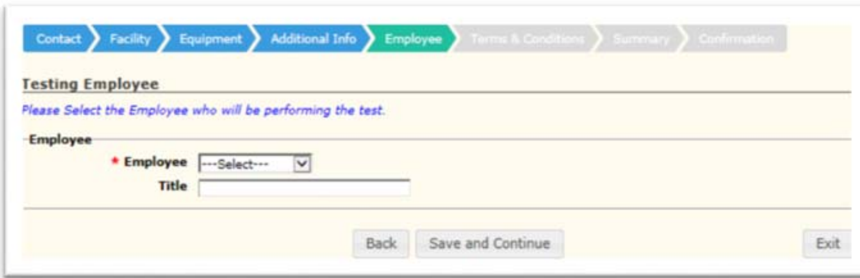


You may also receive a message on an equipment item.



Complete any additional fields.

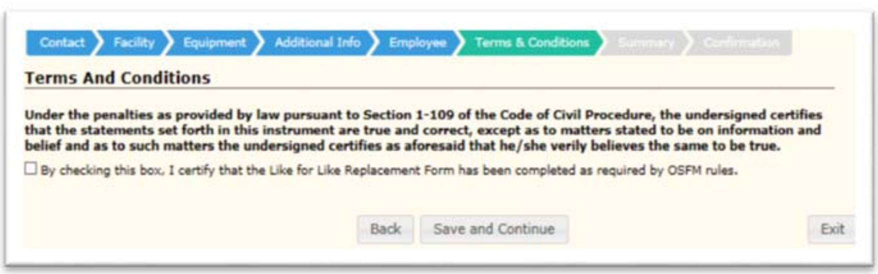
Click on the Save and Continue button.



Select the employee from the list that will be doing the work.

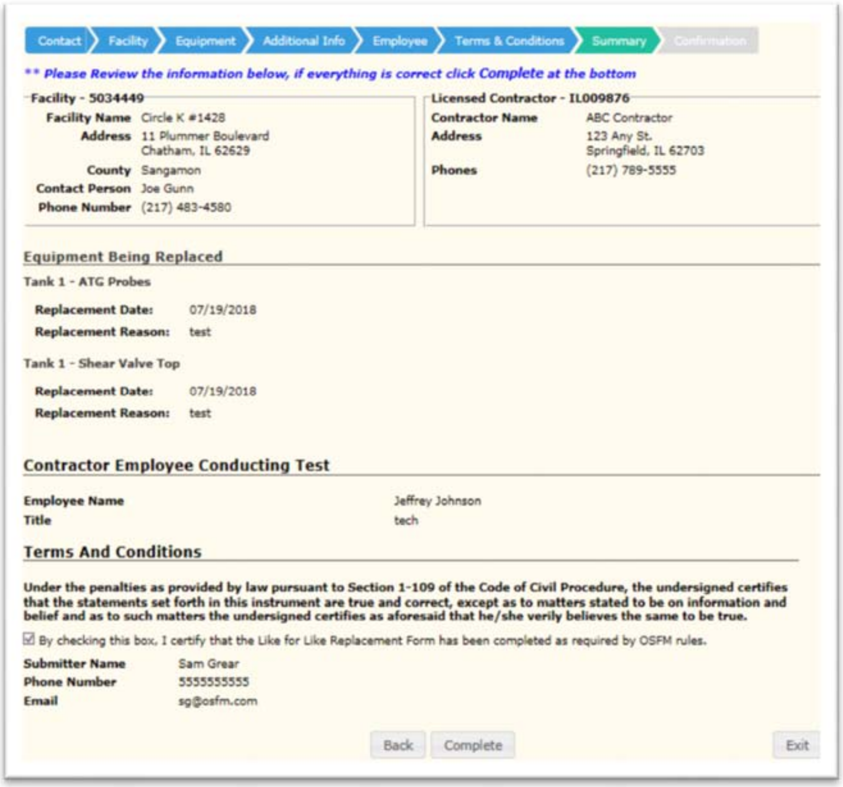
Enter the employee's title.

Click on Save and Continue.



Place a check in the 'By checking this box, I…'.

Click on Save and Continue.

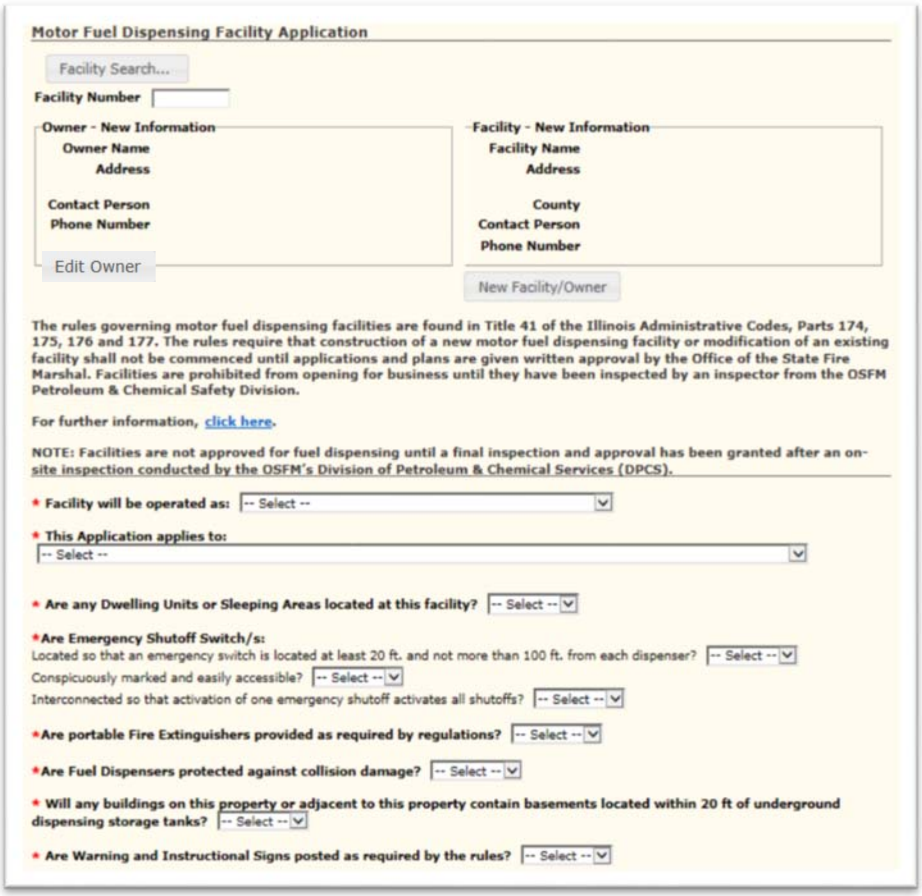


Review the summary page.

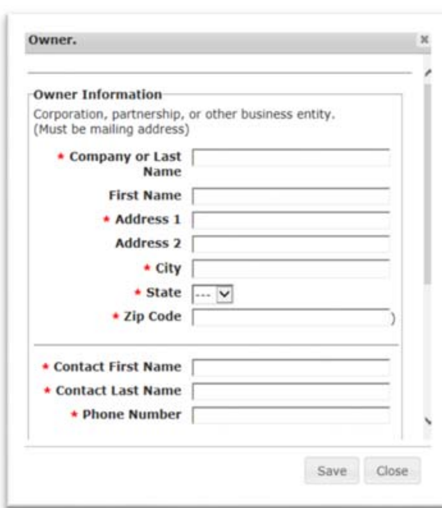
Click on Complete.

5.2.7 Motor Fuel Dispensing

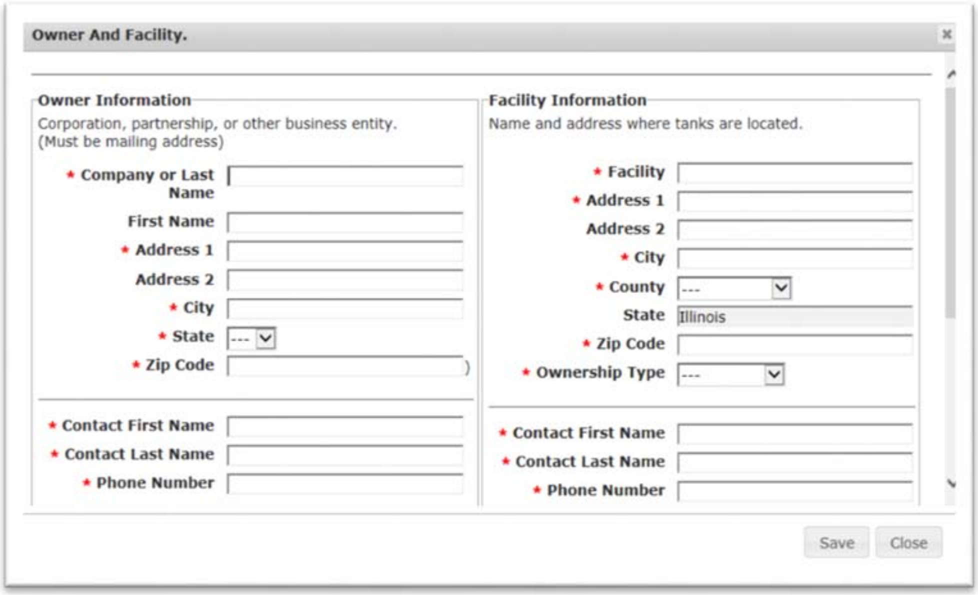
Enter the Facility Number if known or use the Facility Search to do a more advanced search.



If the current owner's information needs to be updated, click on the Edit Owner button. Enter the changes needed. Click on the Save button, then Close.

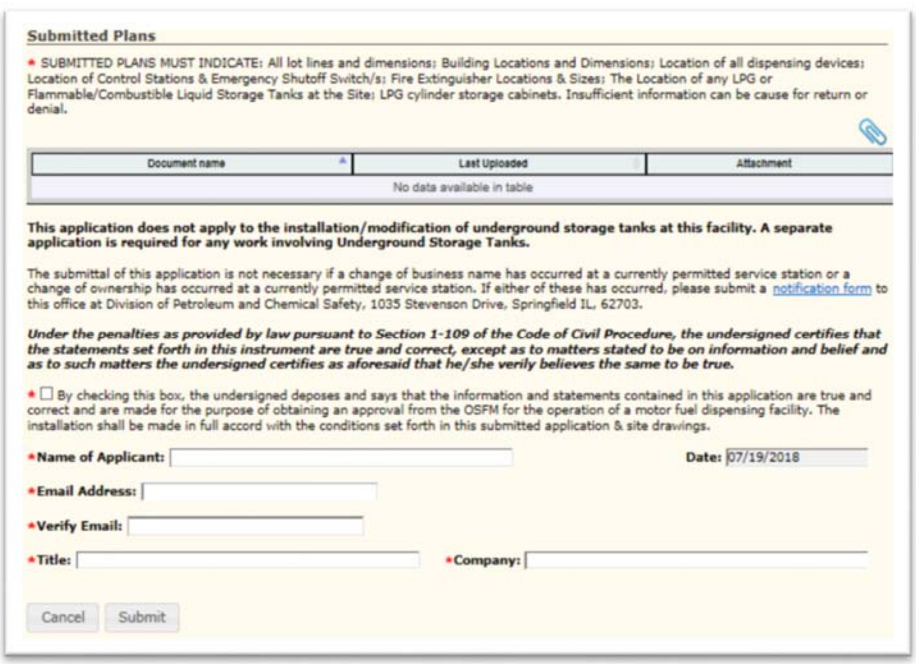


If the facility is new, use the New Facility/Owner button to add the facility and owners information.



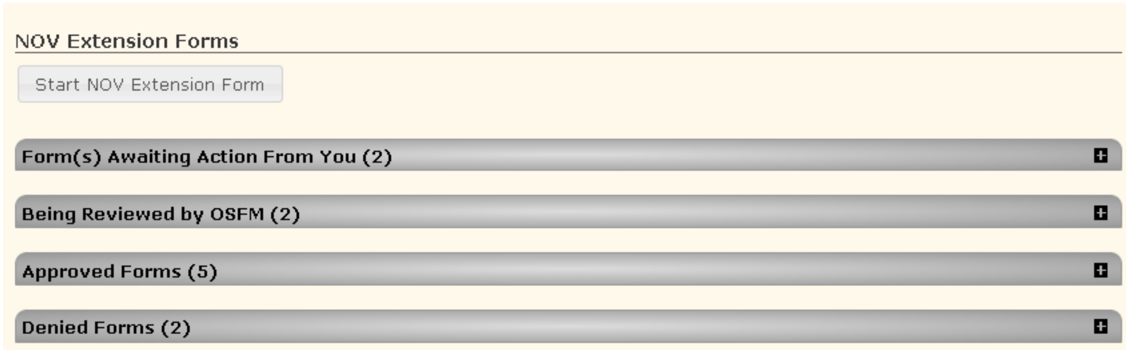
Answer all questions on the application and upload the Submitted Plans.

Click on the Submit button when form is complete.



5.2.8 NOV Extensions

In order to request an NOV Extension, the enforcement should be a UST Enforcement Type and in Pending status.



Forms Awaiting Action From You – displays NOV Extensions that were started but not yet submitted. To complete one, click on the Edit link in the Action column. If the extension is no longer needed, click on the Delete link in the Action column.

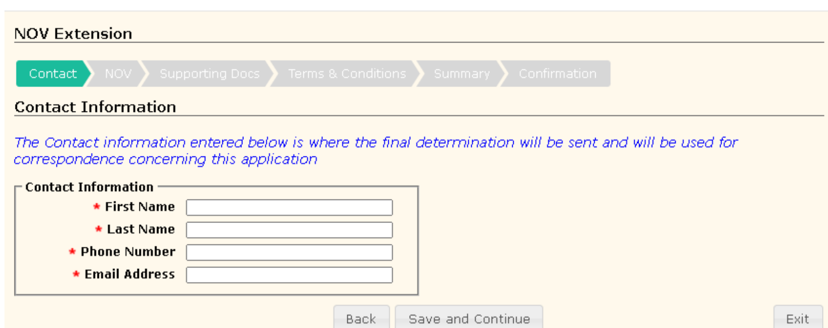
Being Reviewed by OSFM – displays NOV Extensions that have been submitted by the contractor signed in and are being reviewed for approval by OSFM staff.

Approved Forms – displays NOV Extensions that have been submitted by the contractor and approved by OSFM staff.

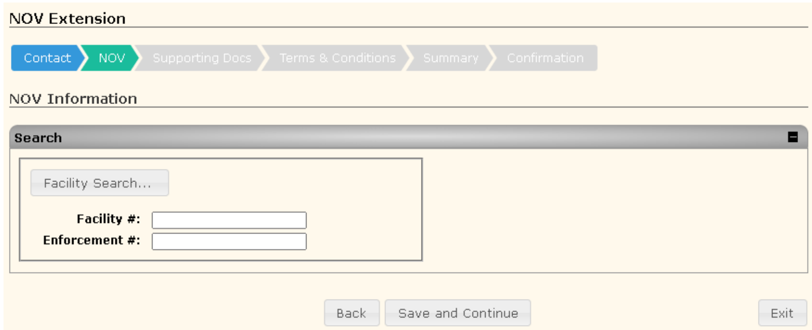
Denied Forms - displays NOV Extensions that have been submitted by the contractor and denied by OSFM staff.

Start NOV Extension Form – click on the Start NOV Extension Form button to start a new NOV Extension being requested.

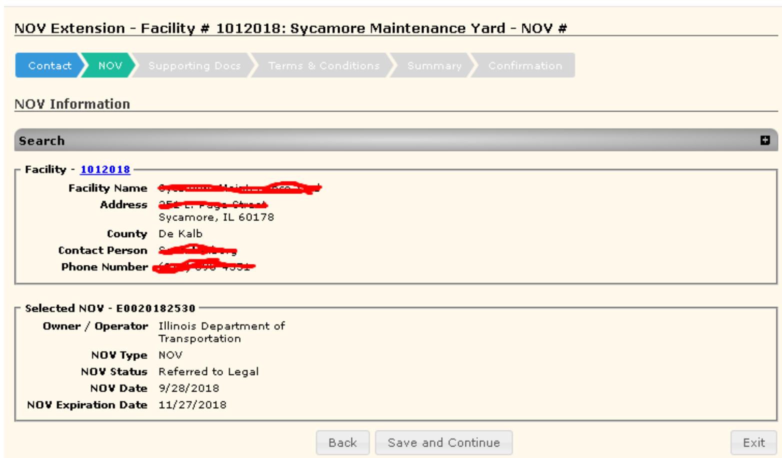
- Enter Contact Information
- Save and Continue



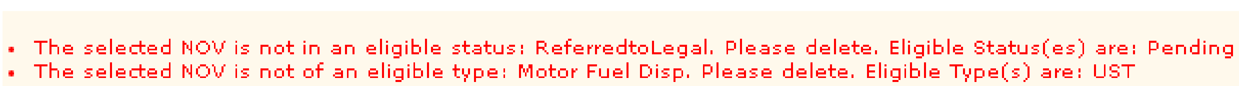
- Enter the Enforcement # or do a Facility Search



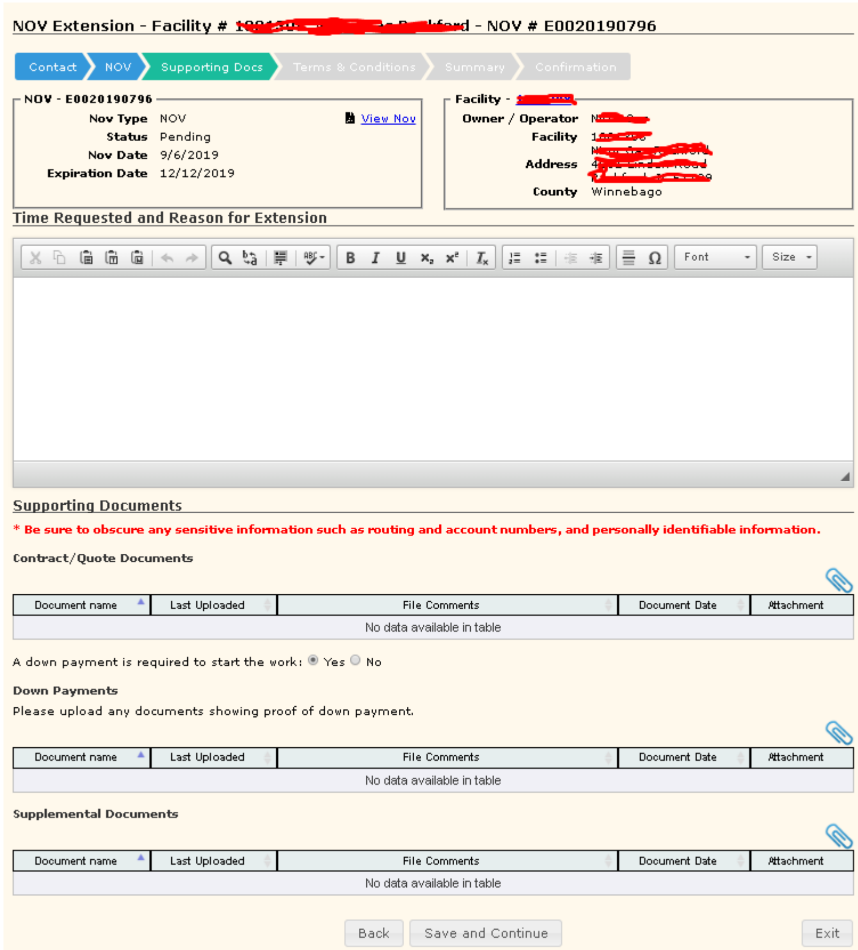
- Save and Continue.



- NOV Information window displays the Facility and Owner information.
- Save and Continue.



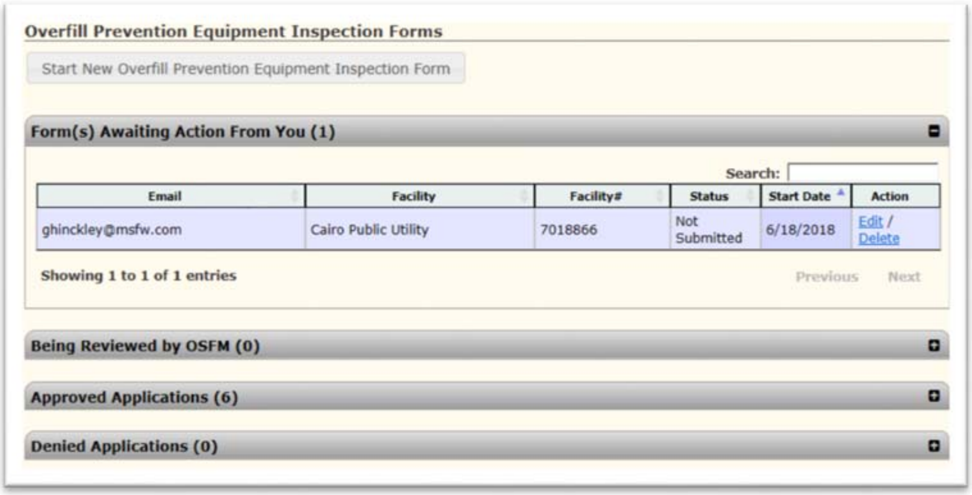
- If the NOV is not eligible, there will be a message displayed.



- Enter information in Time Requested and Reason for Extension.
- Upload files (*** Be sure to obscure any sensitive information such as routing and account numbers, and personally identifiable information.)**:
  - Upload Contract/Quote Documents
  - Upload Down Payment information
  - Upload any Supplemental Documents
- Save and Continue.
- On the Terms & Conditions window, select the box.
- Save and Continue.
- Review the summary window.
- Save and Continue
- A confirmation window will show that the submission was successful.

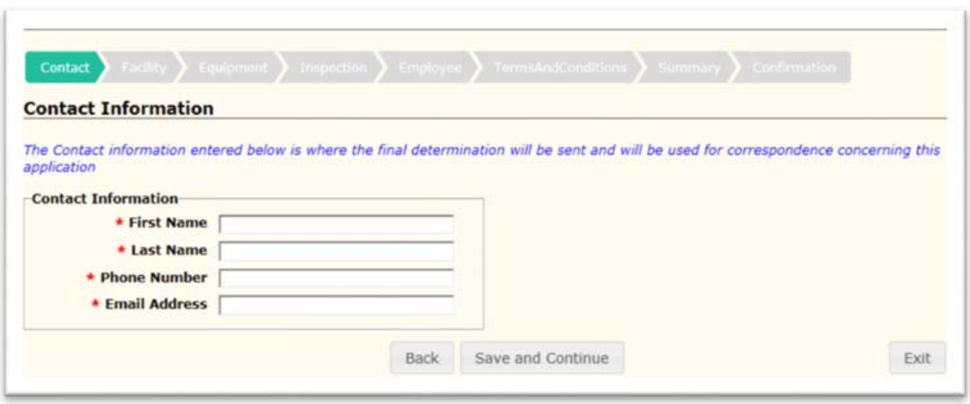
5.2.9 Overfill Prevention Equipment Inspection

The Overfill Prevention Equipment Inspection window has 4 queues. To continue with one that has already been started and not yet completed, expand the Forms Awaiting Action From You queue. Click on the Edit link.

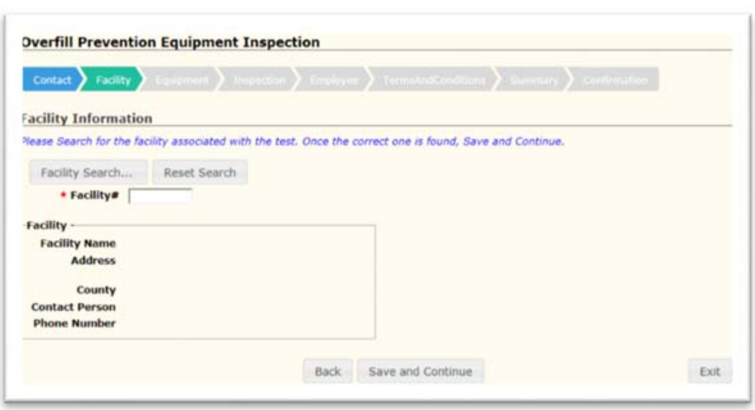


To start a new one, click on the Start New Overfill Prevention Equipment Inspection Form button.

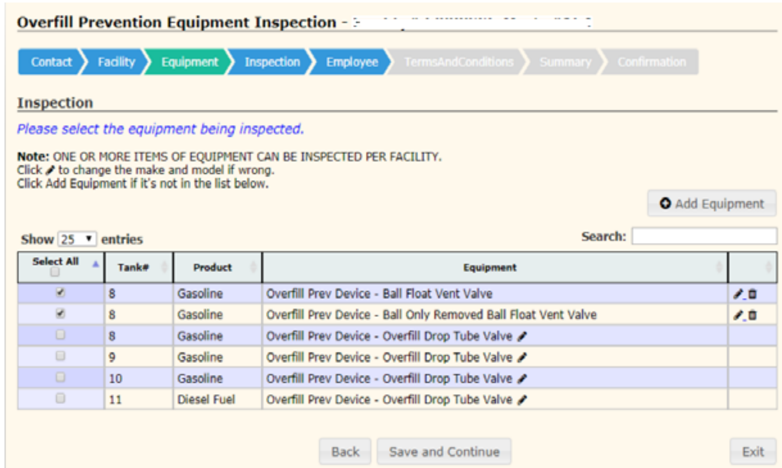
- Enter the contact information.



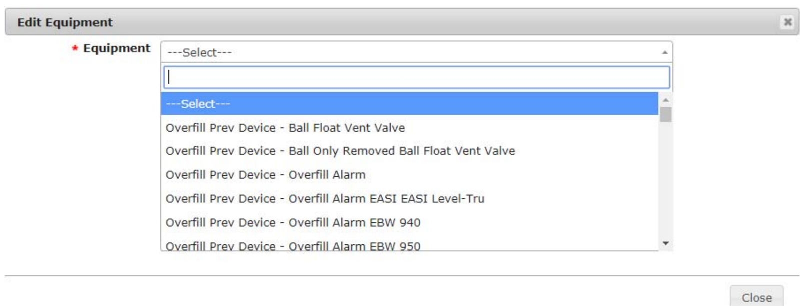
- Click on Save and Continue.



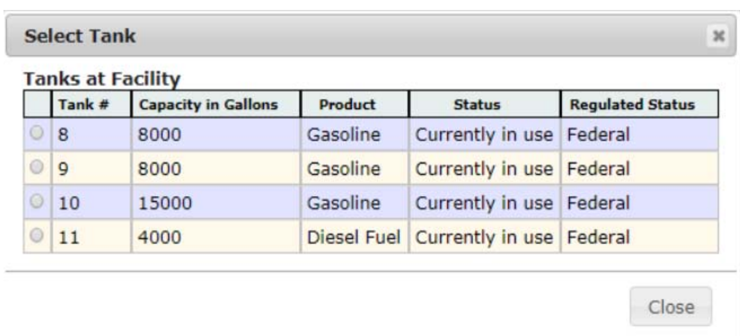
- Enter the Facility Number if known or use the Facility Search to do a more advanced search.



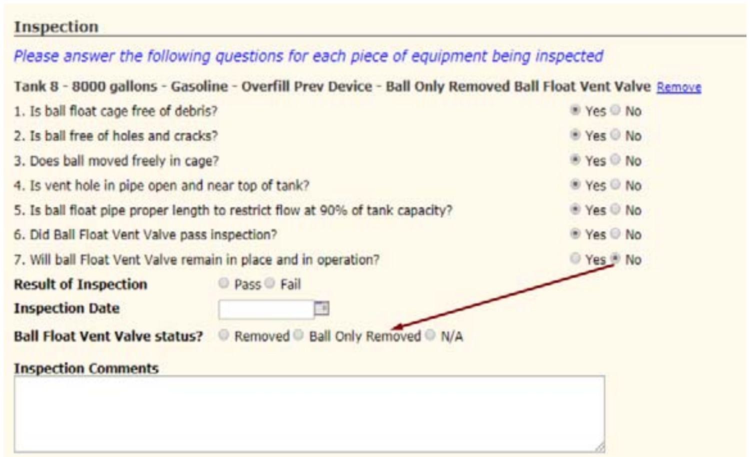
- Select the items to be inspected.
- Select the Add Equipment button if the equipment item is not listed.



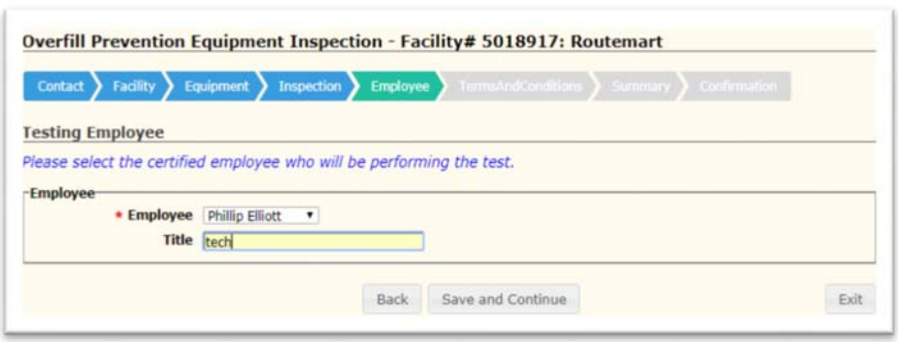
- Select the piece of equipment from the list.
- Select the tank that the newly added piece of equipment belongs to



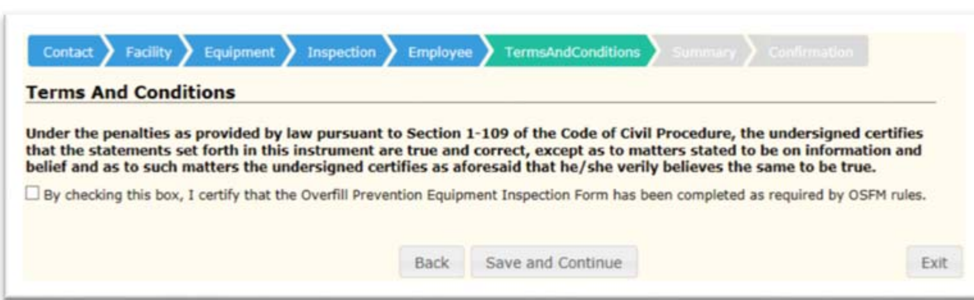
- Click Close, click Save, Click Close.
- Click on Save and Continue.



- Check the items for each item selected to affirm that the task was inspected.
- Note: Depending on the piece of equipment, questions will vary.
- Select if the test passed = Yes, failed = No.
- Enter the inspection date.
- Click on Save and Continue.



- Select the employee.
- Enter the title of the employee.
- Click on Save and Continue.



- Place a check in the ‘By checking this box…’.
- Click on Save and Continue.
- Review the summary page and click the Complete button.

- You will be shown the Confirmation window. You can view the inspection form just completed or all completed forms.

5.2.10 Precision-CP Testing Results Report Forms

There are 3 queues listed:

Forms Awaiting Action From You – these are forms that have been started but not yet submitted to OSFM.

- Click on the Edit link to continue with the form.
- Click on the Delete link to delete the form.

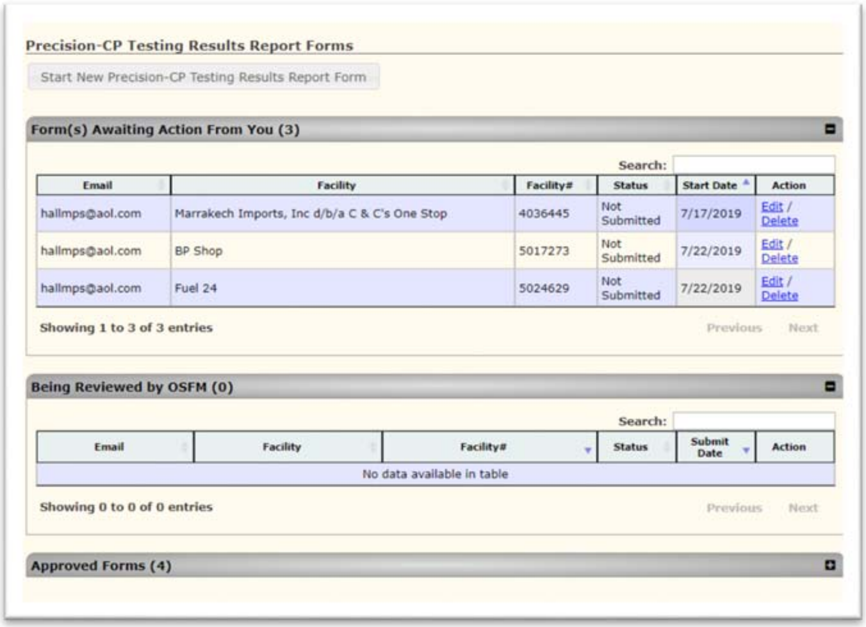
Being Reviewed by OSFM – these are forms that have been submitted to OSFM and are awaiting their approval.

- Click on the View link to view the form.

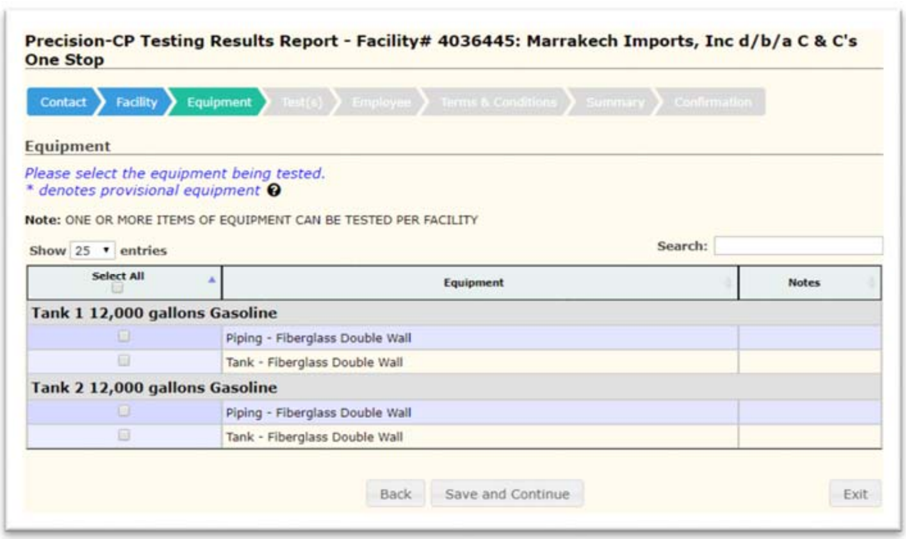
Approved Forms – these are forms that have been submitted and approved by OSFM.

- Click on the Form link to view the form.
- Click on the View PDF link to view form in PDF format.

To start a new report, click on the Start New Tank Testing\Failure Results Report Form button.

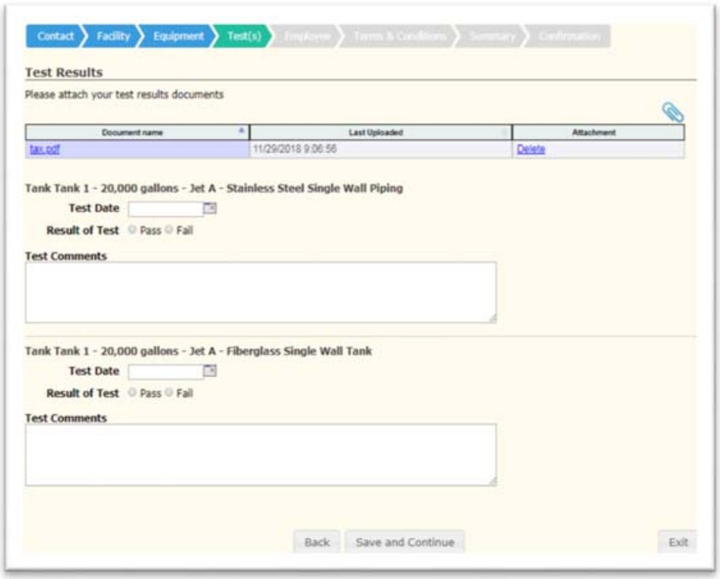


- Enter your contact information. Click on Save and Continue.
- Enter the facility number or do a Facility Search. Click on Save and Continue.



- Select the equipment items being tested.
- If there was an equipment item added on a different form type before OSFM has approved it (e.g. Like-For-Like form) or an approved permit before it's completed (e.g. Upgrade), it will be noted as such in the Notes column.

- Click on Save and Continue.

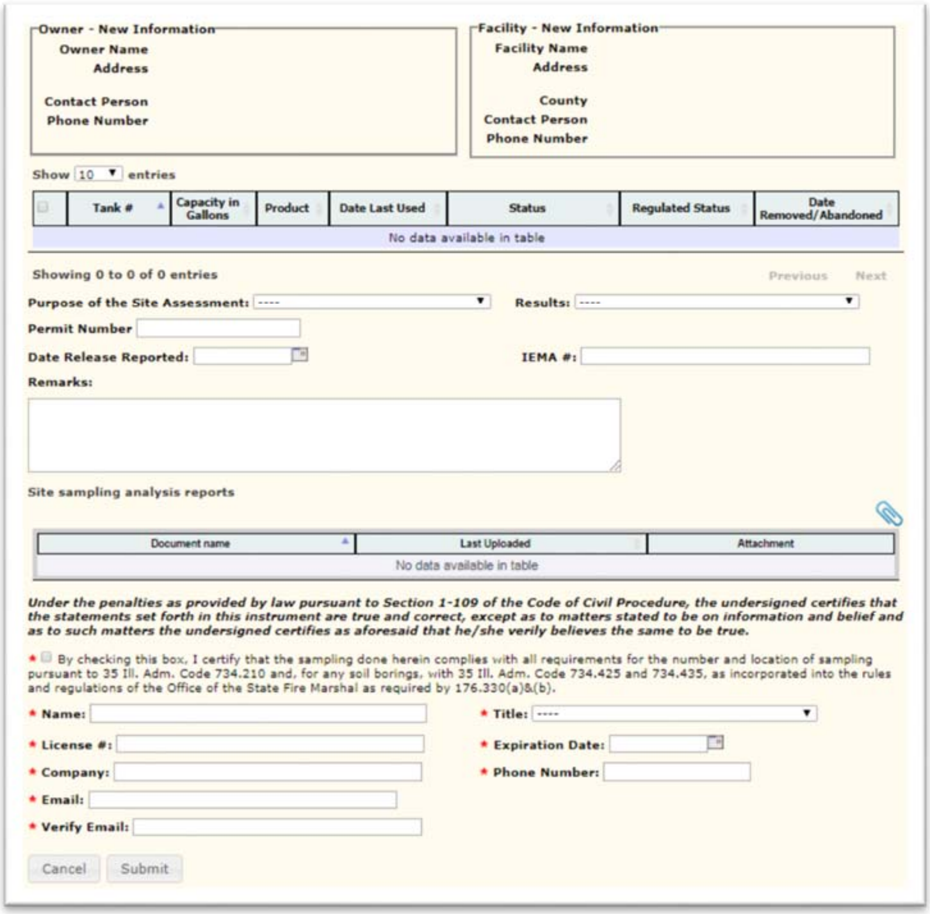


- Attach the test results document.
- Complete the remaining fields. Click on Save and Continue.
- Select the employee, add the employee's title. Click on Save and Continue.
- Place a check in the Terms and Conditions. Click on Save and Continue.
- Review the Summary page.
- Click the Complete button.

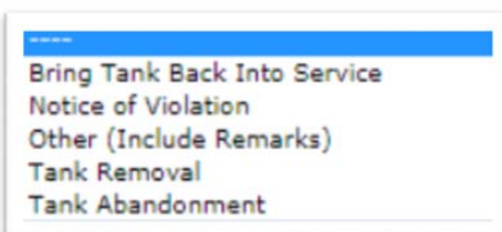
5.2.11 Site Assessment Results

Enter the Facility Number if known or use the Facility Search to do a more advanced search.

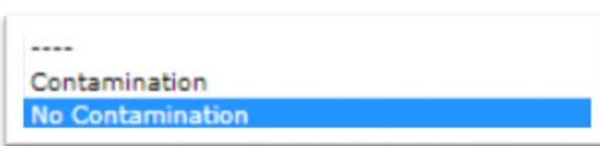
- Select the tank(s) that will being having the assessment performed.



- Select the purpose of the site assessment.



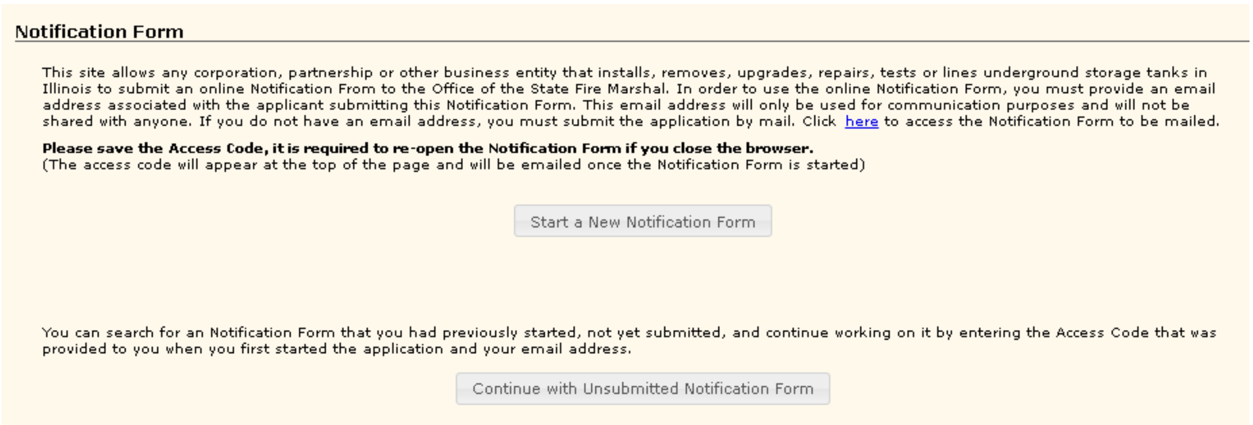
- Select the results of the site assessment.



- Complete the rest of the fields and upload the Site sampling analysis report(s).
- Click on the Submit button.

5.2.12 UST Notification Forms

This site allows any corporation, partnership or other business entity that installs, removes, upgrades, repairs, tests or lines underground storage tanks in Illinois to submit an online Notification Form to the Office of the State Fire Marshal. In order to use the online Notification Form, you must provide an email address associated with the applicant submitting this Notification Form. This email address will only be used for communication purposes and will not be shared with anyone. If you do not have an email address, you must submit the application by mail.



Notification Form

This site allows any corporation, partnership or other business entity that installs, removes, upgrades, repairs, tests or lines underground storage tanks in Illinois to submit an online Notification From to the Office of the State Fire Marshal. In order to use the online Notification Form, you must provide an email address associated with the applicant submitting this Notification Form. This email address will only be used for communication purposes and will not be shared with anyone. If you do not have an email address, you must submit the application by mail. Click here to access the Notification Form to be mailed.

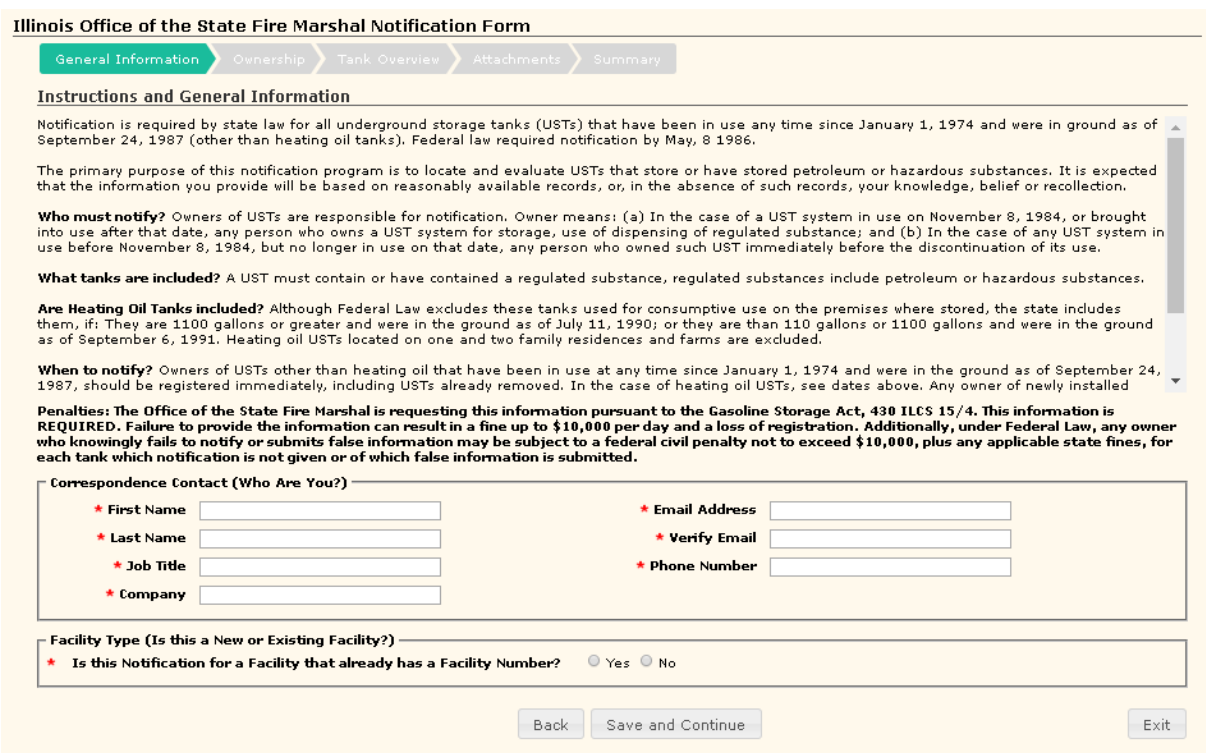
Please save the Access Code, it is required to re-open the Notification Form if you close the browser.
(The access code will appear at the top of the page and will be emailed once the Notification Form is started)

Start a New Notification Form

You can search for an Notification Form that you had previously started, not yet submitted, and continue working on it by entering the Access Code that was provided to you when you first started the application and your email address.

Continue with Unsubmitted Notification Form

- To submit an UST Notification Form, click on Forms / Application link in the menu bar.
- Click on UST Notification Form under the Online Forms section.
- Click on the Start a New Notification Form button to submit a new form.



Illinois Office of the State Fire Marshal Notification Form

General Information | Ownership | Tank Overview | Attachments | Summary

Instructions and General Information

Notification is required by state law for all underground storage tanks (USTs) that have been in use any time since January 1, 1974 and were in ground as of September 24, 1987 (other than heating oil tanks). Federal law required notification by May, 8 1986.

The primary purpose of this notification program is to locate and evaluate USTs that store or have stored petroleum or hazardous substances. It is expected that the information you provide will be based on reasonably available records, or, in the absence of such records, your knowledge, belief or recollection.

Who must notify? Owners of USTs are responsible for notification. Owner means: (a) In the case of a UST system in use on November 8, 1984, or brought into use after that date, any person who owns a UST system for storage, use of dispensing of regulated substance; and (b) In the case of any UST system in use before November 8, 1984, but no longer in use on that date, any person who owned such UST immediately before the discontinuation of its use.

What tanks are included? A UST must contain or have contained a regulated substance, regulated substances include petroleum or hazardous substances.

Are Heating Oil Tanks included? Although Federal Law excludes these tanks used for consumptive use on the premises where stored, the state includes them, if: They are 1100 gallons or greater and were in the ground as of July 11, 1990; or they are than 110 gallons or 1100 gallons and were in the ground as of September 6, 1991. Heating oil USTs located on one and two family residences and farms are excluded.

When to notify? Owners of USTs other than heating oil that have been in use at any time since January 1, 1974 and were in the ground as of September 24, 1987, should be registered immediately, including USTs already removed. In the case of heating oil USTs, see dates above. Any owner of newly installed

Penalties: The Office of the State Fire Marshal is requesting this information pursuant to the Gasoline Storage Act, 430 ILCS 15/4. This information is REQUIRED. Failure to provide the information can result in a fine up to $10,000 per day and a loss of registration. Additionally, under Federal Law, any owner who knowingly fails to notify or submits false information may be subject to a federal civil penalty not to exceed $10,000, plus any applicable state fines, for each tank which notification is not given or of which false information is submitted.

Correspondence Contact (Who Are You?)

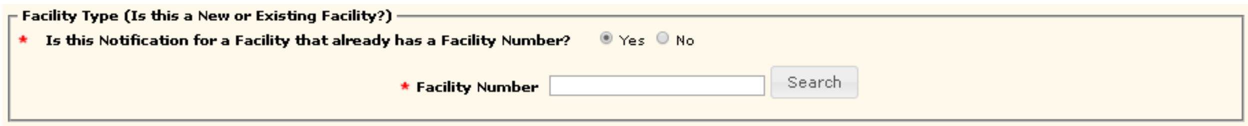
* First Name
* Last Name
* Job Title
* Company
* Email Address
* Verify Email
* Phone Number

Facility Type (Is this a New or Existing Facility?)

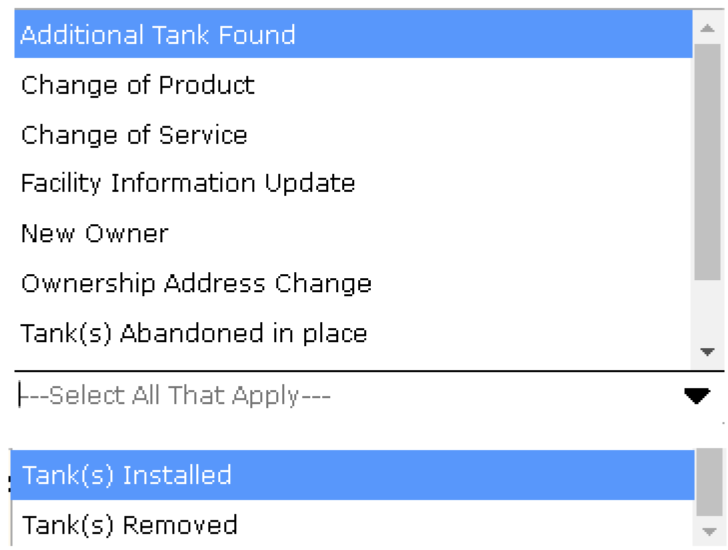
* **Is this Notification for a Facility that already has a Facility Number?** Yes No

Back | Save and Continue | Exit

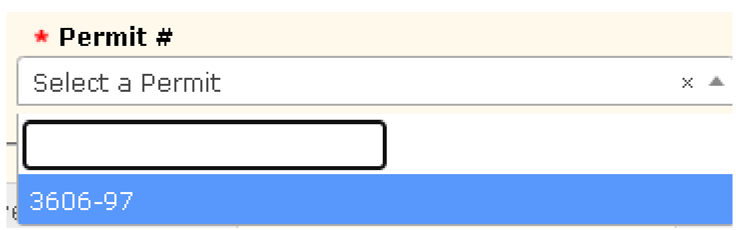
- Enter the information in the Correspondence Contact fields.
- Answer if the facility already has a Facility Number.
  - **Yes** – Enter the Facility Number. Use the Search option to locate the facility number if needed.



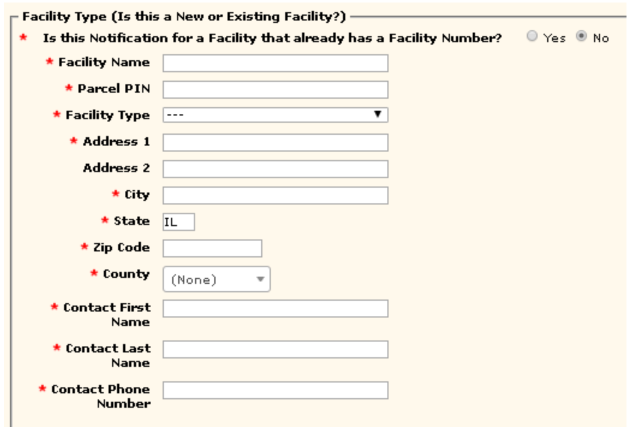
    - The information for the facility will be shown.
    - Reason for Notification – select from the list all that apply.



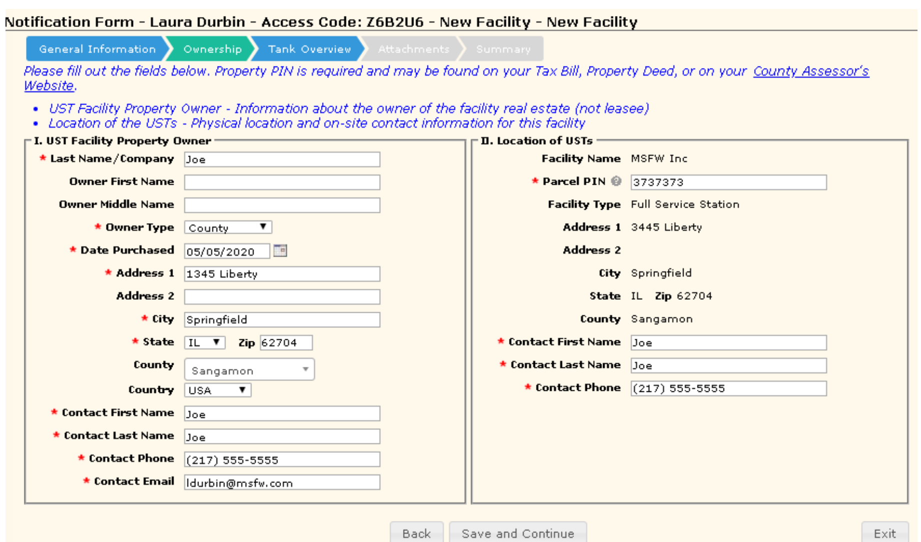
    - Depending on the selection, select the Permit number.



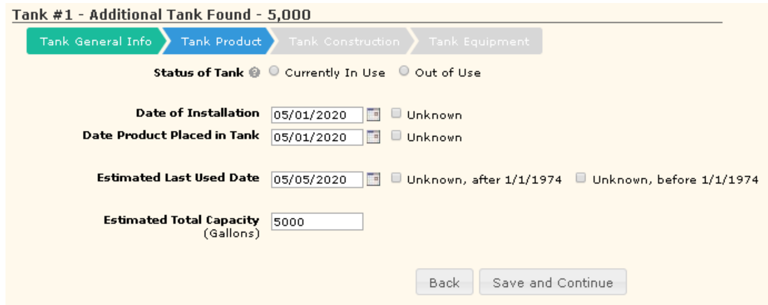
  - **No** – Enter the information in the fields for the facility



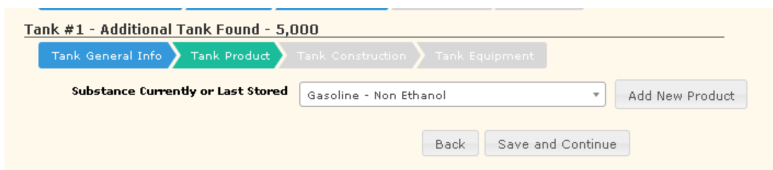
- Save and Continue
- A pop-up window showing which documents will be required in order to complete the UST Notification submittal.
- Click OK
- Save and Continue
- Enter the field data for both UST Facility Property Owner and Location of USTs
- For existing facility, Complete the Contact information, Date Purchased and Parcel PIN.



- Save and Continue
- For Existing facility:
    - o Edit a tank that is listed
    - o OR Add Existing Tanks
- For a facility without a Facility Number:
    - o Add Existing Tanks
    - o OR Add New Tank



- o Fill out the Tanks information
- o Save and Continue

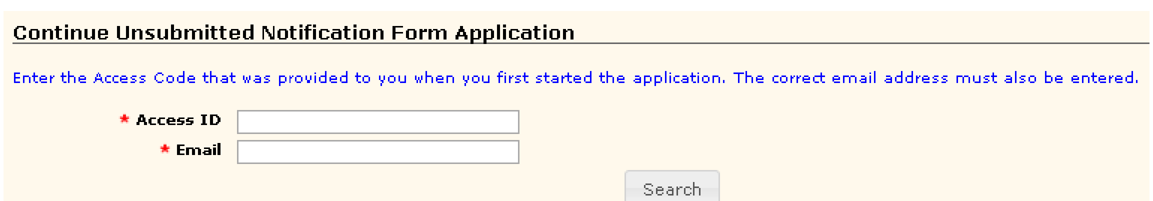


- o Save and Continue
- o Continue answering the Tank Construction questions.
- o Save and Continue

- A verification message asking if you are done adding tanks. OK
- Complete uploading the necessary documents
- Save and Continue
- Submit Application.

To locate one that has already been started but not yet submitted to OSFM:

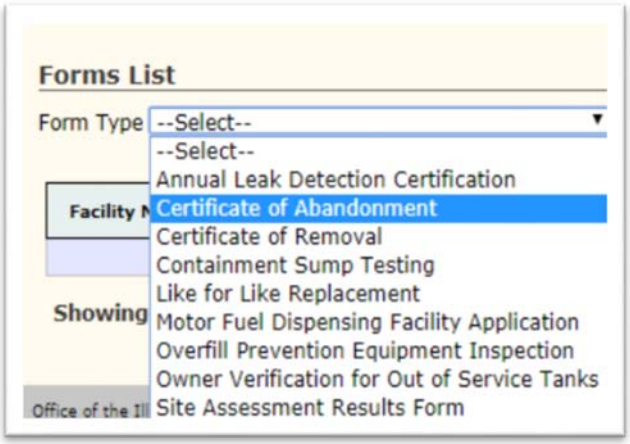
- Click on the Continue with unsubmitted Notification Form button.



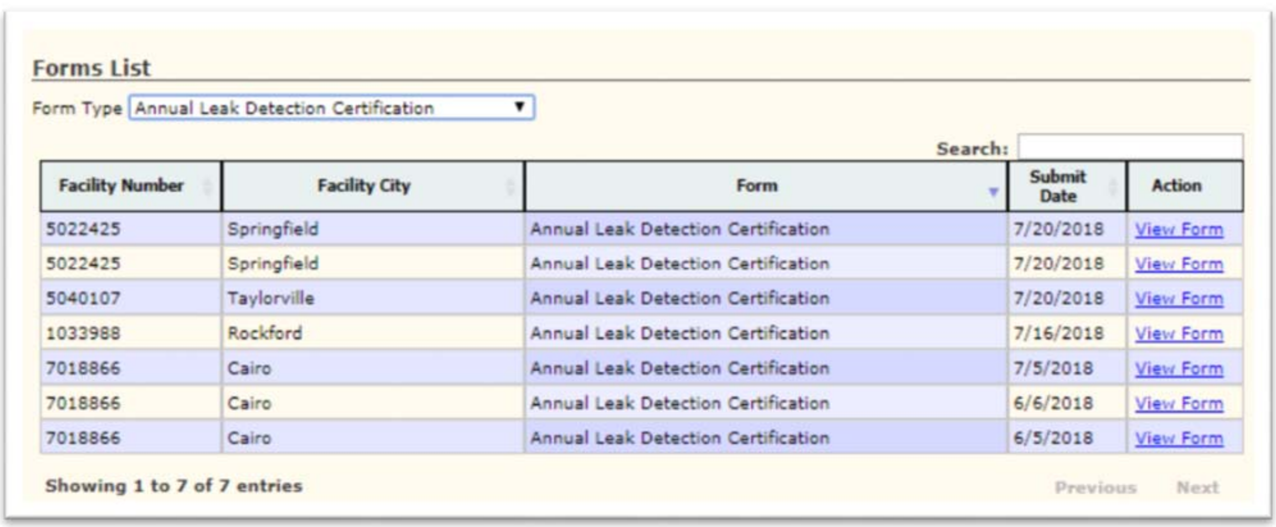
- Enter the Access ID and email from the Unsubmitted Notification.
- Search
- Continue following as in the above instructions.

5.3 Miscellaneous

5.3.1 Forms List



- From the Form Type select the form that you would like to view.
- Only forms that was completed by the contractor signed in will be returned.
- Click on the View Form under the Action column. A PDF file will download that you can open and view the form.



Forms List

Form Type Annual Leak Detection Certification

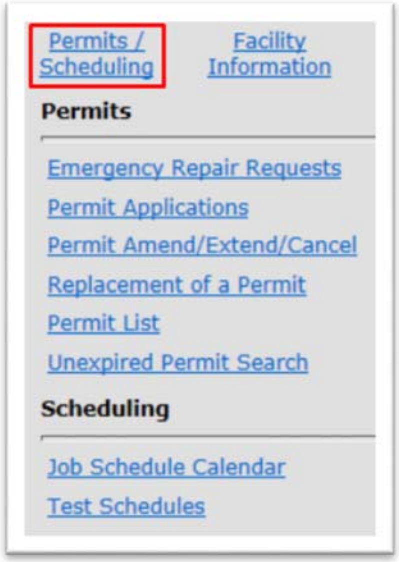
Search:

Facility Number	Facility City	Form	Submit Date	Action
5022425	Springfield	Annual Leak Detection Certification	7/20/2018	View Form
5022425	Springfield	Annual Leak Detection Certification	7/20/2018	View Form
5040107	Taylorville	Annual Leak Detection Certification	7/20/2018	View Form
1033988	Rockford	Annual Leak Detection Certification	7/16/2018	View Form
7018866	Cairo	Annual Leak Detection Certification	7/5/2018	View Form
7018866	Cairo	Annual Leak Detection Certification	6/6/2018	View Form
7018866	Cairo	Annual Leak Detection Certification	6/5/2018	View Form

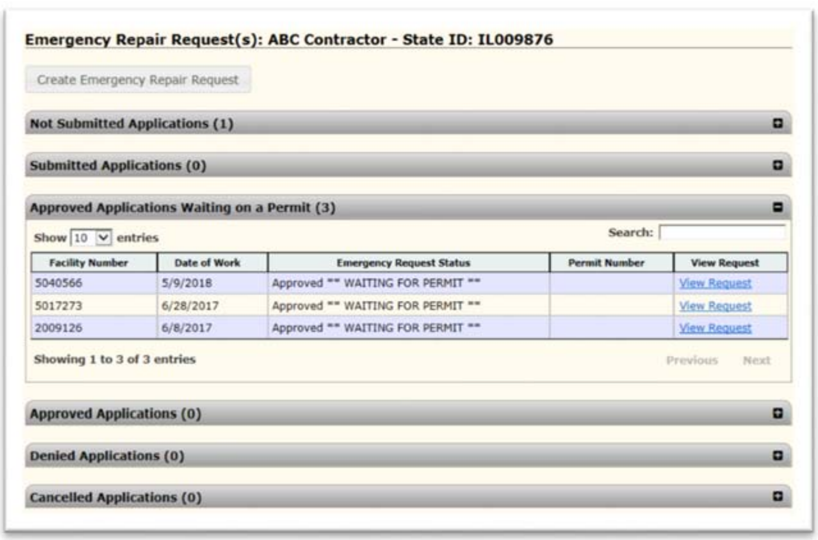
Showing 1 to 7 of 7 entries

Previous Next

6 PERMITS / SCHEDULING

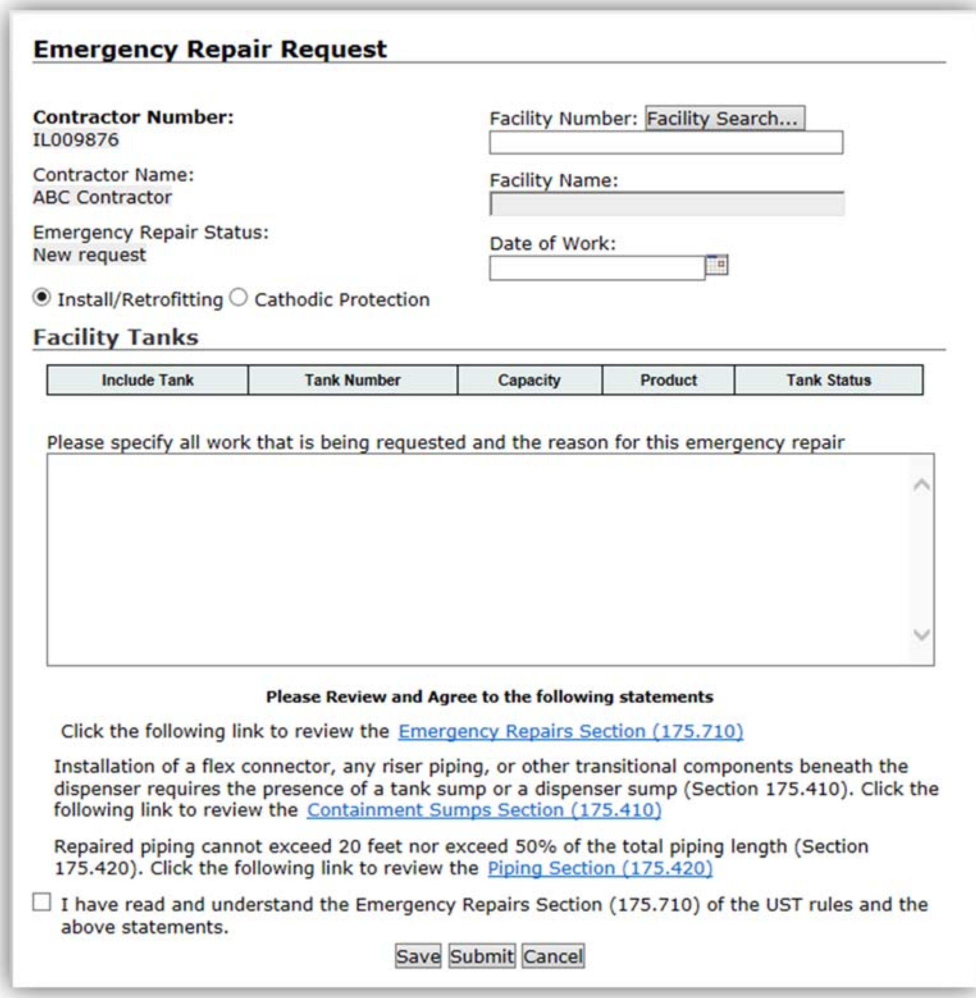


6.1 Emergency Repair Requests



The list of emergency repair requests submitted by the contractor will be listed in either Submitted Application or the Approved Applications Waiting on a Permit section. To view a request click the "View Request" link.

To create an emergency repair request, click on the Create Emergency Repair Request button. The Emergency Repair Request screen will open. The contractor information will be pre-populated with the logged in contractor information.



Emergency Repair Request

Contractor Number:
IL009876

Contractor Name:
ABC Contractor

Emergency Repair Status:
New request

Facility Number: Facility Search...

Facility Name:

Date of Work:

Install/Retrofitting Cathodic Protection

Facility Tanks

Include Tank	Tank Number	Capacity	Product	Tank Status

Please specify all work that is being requested and the reason for this emergency repair

Please Review and Agree to the following statements

Click the following link to review the Emergency Repairs Section (175.710)

Installation of a flex connector, any riser piping, or other transitional components beneath the dispenser requires the presence of a tank sump or a dispenser sump (Section 175.410). Click the following link to review the Containment Sumps Section (175.410)

Repaired piping cannot exceed 20 feet nor exceed 50% of the total piping length (Section 175.420). Click the following link to review the Piping Section (175.420)

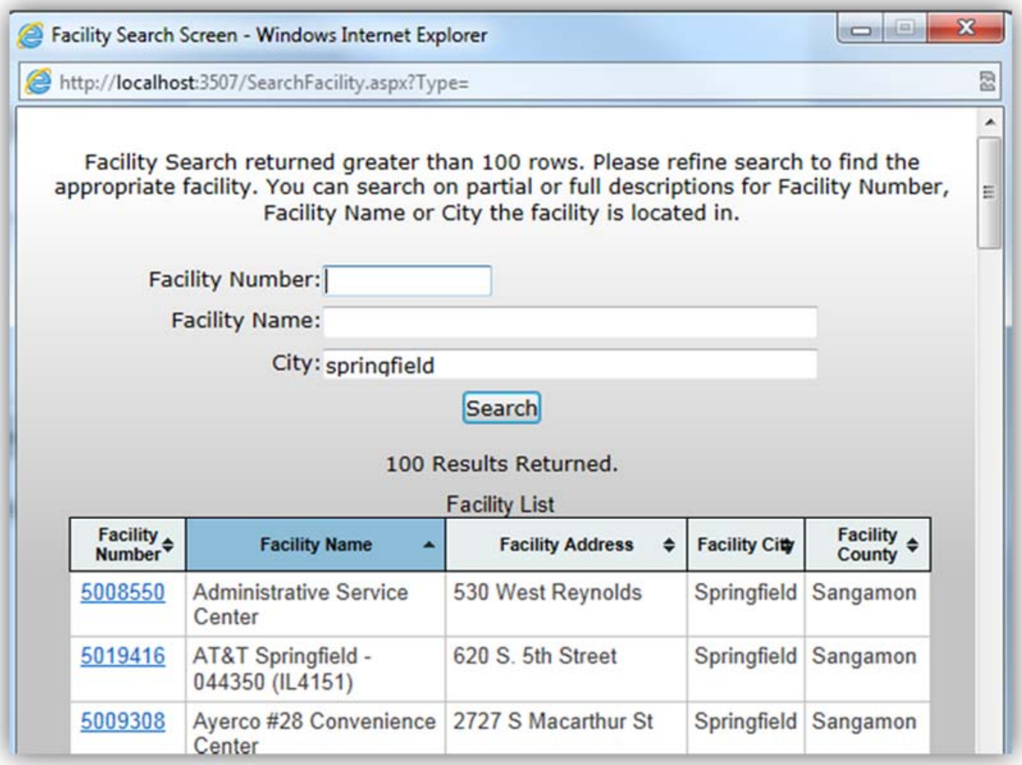
I have read and understand the Emergency Repairs Section (175.710) of the UST rules and the above statements.

Save Submit Cancel

To select a facility, type in a facility number (i.e. 5008550) or click on the Facility Search… button.

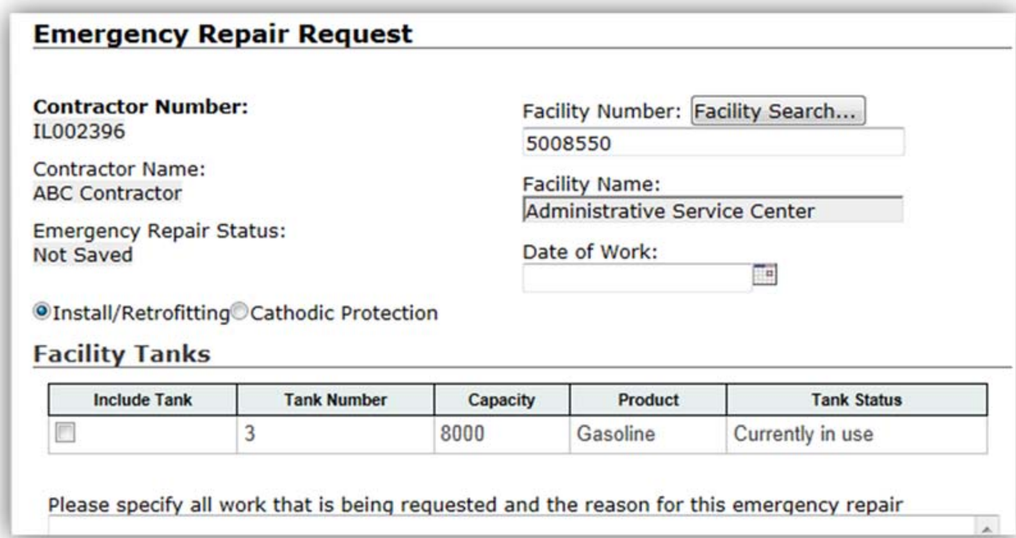
If you enter the Facility Number, tab out of the Facility Number field to populate the facility information.

If the Facility Number is unknown, click the Facility Search button to open the Facility Search Screen. Search on partial or full descriptions for Facility Number, Facility Name or the City the facility is located in.



The search results will provide a list of facilities matching the entered search criteria (i.e. City: springfield). Click on any of the headers to sort the results by that column. The default sort is by facility name ascending. Clicking on a column header twice will change the sort to descending.

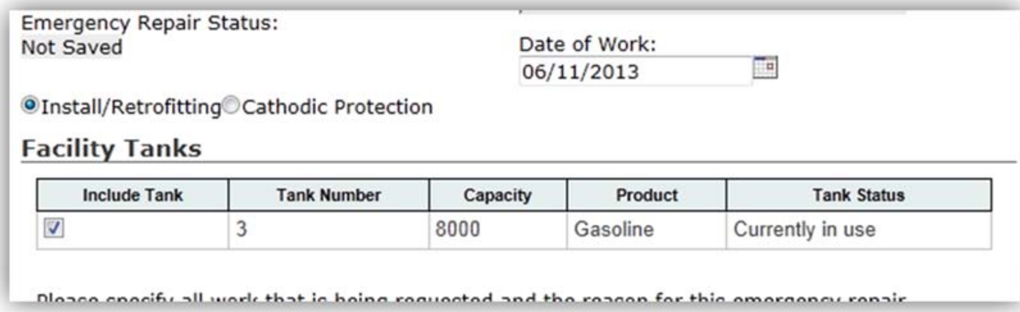
Click on the Facility Number hyperlink to populate the emergency repair request fields.



Enter the date the work takes place or click on the calendar to open a calendar to select the date from.

Select whether the emergency repair is Install/Retrofitting or Cathodic Protection work.

Select which tank(s) at the facility the emergency repair is for.



Specify all work that is being requested and the reason for the emergency request in the textbox on the screen.

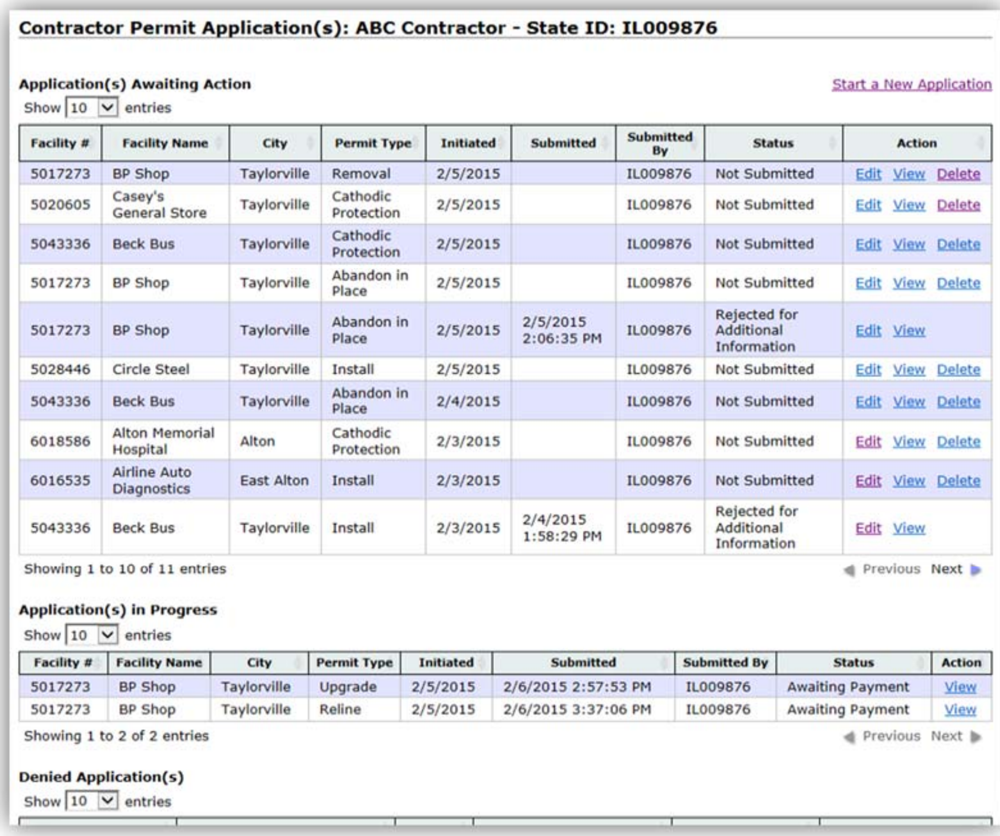
Review the Emergency Repair rules by clicking on the link. Then click the checkbox saying you have read and understand the rules.

The Save button saves the current information without it being submitted. This keeps the entered fields and prevents having to re-enter the information again. Use this if you cannot complete the whole emergency request at one time.

The Submit button submits the emergency request to OSFM for approval. If there are no errors, the system will return to the Permit List screen. OSFM will review the permit and either approve or reject it. An email will be sent informing you of the outcome of the review.

The Cancel button will delete the information entered in the fields since the last save.

6.2 Permit Applications



Contractor Permit Application(s): ABC Contractor - State ID: IL009876

Application(s) Awaiting Action Start a New Application

Show 10 entries

Facility #	Facility Name	City	Permit Type	Initiated	Submitted	Submitted By	Status	Action
5017273	BP Shop	Taylorville	Removal	2/5/2015		IL009876	Not Submitted	Edit View Delete
5020605	Casey's General Store	Taylorville	Cathodic Protection	2/5/2015		IL009876	Not Submitted	Edit View Delete
5043336	Beck Bus	Taylorville	Cathodic Protection	2/5/2015		IL009876	Not Submitted	Edit View Delete
5017273	BP Shop	Taylorville	Abandon in Place	2/5/2015		IL009876	Not Submitted	Edit View Delete
5017273	BP Shop	Taylorville	Abandon in Place	2/5/2015	2/5/2015 2:06:35 PM	IL009876	Rejected for Additional Information	Edit View
5028446	Circle Steel	Taylorville	Install	2/5/2015		IL009876	Not Submitted	Edit View Delete
5043336	Beck Bus	Taylorville	Abandon in Place	2/4/2015		IL009876	Not Submitted	Edit View Delete
6018586	Alton Memorial Hospital	Alton	Cathodic Protection	2/3/2015		IL009876	Not Submitted	Edit View Delete
6016535	Airline Auto Diagnostics	East Alton	Install	2/3/2015		IL009876	Not Submitted	Edit View Delete
5043336	Beck Bus	Taylorville	Install	2/3/2015	2/4/2015 1:58:29 PM	IL009876	Rejected for Additional Information	Edit View

Showing 1 to 10 of 11 entries Previous Next

Application(s) in Progress

Show 10 entries

Facility #	Facility Name	City	Permit Type	Initiated	Submitted	Submitted By	Status	Action
5017273	BP Shop	Taylorville	Upgrade	2/5/2015	2/6/2015 2:57:53 PM	IL009876	Awaiting Payment	View
5017273	BP Shop	Taylorville	Reline	2/5/2015	2/6/2015 3:37:06 PM	IL009876	Awaiting Payment	View

Showing 1 to 2 of 2 entries Previous Next

Denied Application(s)

Show 10 entries

The Permit Applications window displays 3 lists; Applications Awaiting Action, Applications in Progress and Denied Applications. The contractor can start a new application from this window, edit applications that have not yet been submitted, make corrections to applications that have been returned and view applications already submitted.

The status of an application shown in the Status column in the Applications Awaiting Action section will be either “Not Submitted” or “Rejected for Additional Information”. These application need to be edited by the contractor and submitted.

The status in the Applications in Progress section will display “Submitted”, “Awaiting Payment” or “Review In Progress”. These applications can only be viewed, but not edited, by the contractor.

6.2.1 Start a New Application

Creating a new application will take you through a series of screens. Click on “Start a New Application” link in the upper right corner of the Permit Applications window to start the application.

Application(s) in Progress [Start a New Application](#)

Show 10 entries

Facility #	Facility Name	City	Permit Type	Initiated	Submitted	Submitted By	Status	Action
5043433	Walter Stokes Property	Taylorville	Abandon in Place	10/3/2014		IL009876	Not Submitted	Edit View
5042991	Ryder Truck Rental	Taylorville	Upgrade	10/3/2014	10/3/2014 1:02:13 PM	IL009876	Review in Progress	View

When working through the application screens there is a list of instructions displayed in blue text of what is needed in order to complete the current screen and how to use the screen. Each of the items listed will need to be completed before moving to the next screen in the process. These required items will have a red asterisk (*) next to them. If one or more of the required items has not been completed, a "Please fix the following errors:" message showing which items will be given when saving the current screen. NOTE: Information needed is dependent on the type of application being processed.

Fill out or upload a Summary of Work.
Enter the Authorized Representative information and agree to the Terms and Conditions

Please fix the following errors:
Please upload the Site Plan

There are three buttons located at the bottom of the window as you move through the application process.

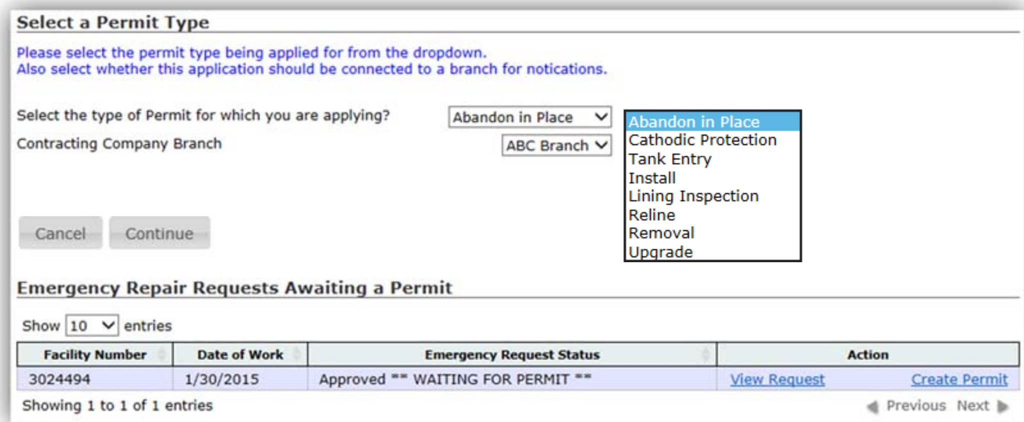
Back Exit Save & Continue

- **Back** – Clicking on the Back button will show a dialog with Save, Discard and Cancel options.
  - **Save** – clicking on Save will save any information entered on the current window and return to the previous screen.
  - **Discard** – clicking on Discard will not save any of the information that was entered on the current window and return to the previous screen.
  - **Cancel** – clicking on Cancel with cancel and remain on the current window.
- **Exit** – Clicking on the Back button will show a dialog with Save, Discard and Cancel options.
  - **Save** – clicking on Save will save any information entered on the current window and exit the application.
  - **Discard** – clicking on Discard will not save any of the information that was entered on the current window and exit the application.
  - **Cancel** – clicking on Cancel with cancel and remain on the current window.

- **Save & Continue** will save the information on the current window and move to the next window in the application process.

6.2.1.1 *Select a Permit Type*

After selecting the “Start a New Application” link, the **Select a Permit Type** window opens allowing the contractor to select the type of Permit being applied for. Only the permit types the contractor has an active license for are available in the drop down. It also allows them to select a branch of the company, if applicable.



Depending on the type of permit selected, there may be additional questions to answer.
Abandon in Place and Upgrade:

Removal:

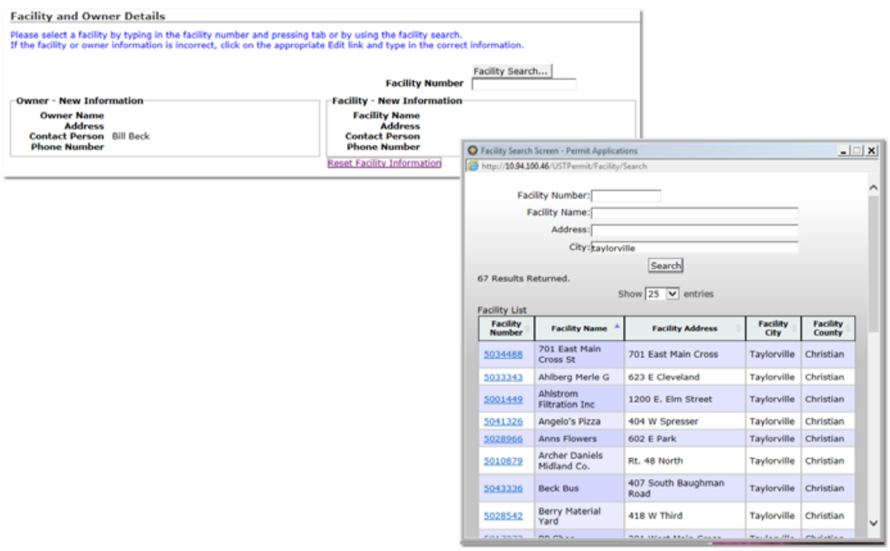
Once the selections have been made, click on the Continue button.

6.2.1.2 *Facility and Owner Details*

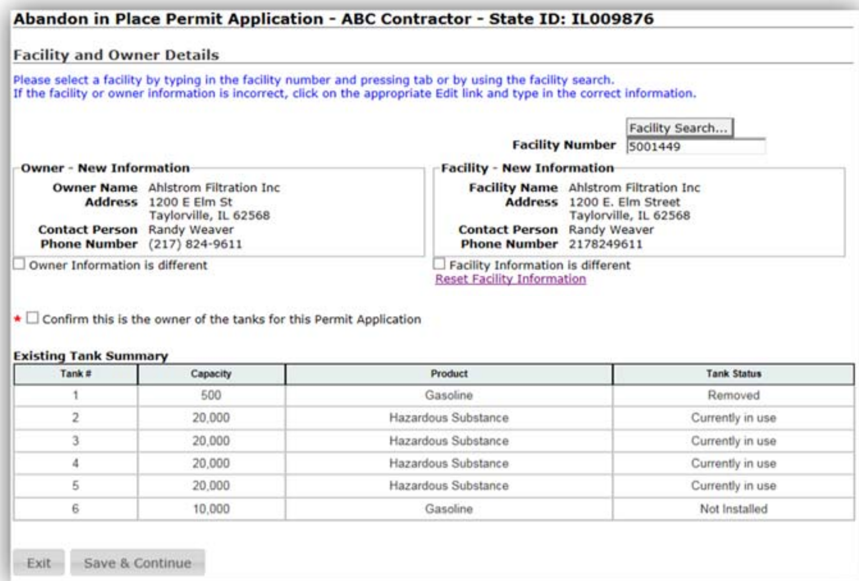
The **Facility and Owner Details** window opens.

1. Enter the Facility Number and hit the Enter key to have the Owner and Facility information areas auto fill.

2. If the number is unknown, click on the Facility Search button. Either the facility number, name, address or the city may be entered.
3. Click on the Search button to retrieve the results.



4. Select the facility by clicking on the Facility Number link. The Owner and Facility information areas auto fill with the selected facility information.



Abandon in Place Permit Application - ABC Contractor - State ID: IL009876

Facility and Owner Details

Please select a facility by typing in the facility number and pressing tab or by using the facility search.
If the facility or owner information is incorrect, click on the appropriate Edit link and type in the correct information.

Facility Search...

Facility Number 5001449

Owner - New Information
Owner Name Ahlstrom Filtration Inc
Address 1200 E Elm St
Taylorville, IL 62568
Contact Person Randy Weaver
Phone Number (217) 824-9611

Owner Information is different

Facility - New Information
Facility Name Ahlstrom Filtration Inc
Address 1200 E. Elm Street
Taylorville, IL 62568
Contact Person Randy Weaver
Phone Number 2178249611

Facility Information is different

Reset Facility Information

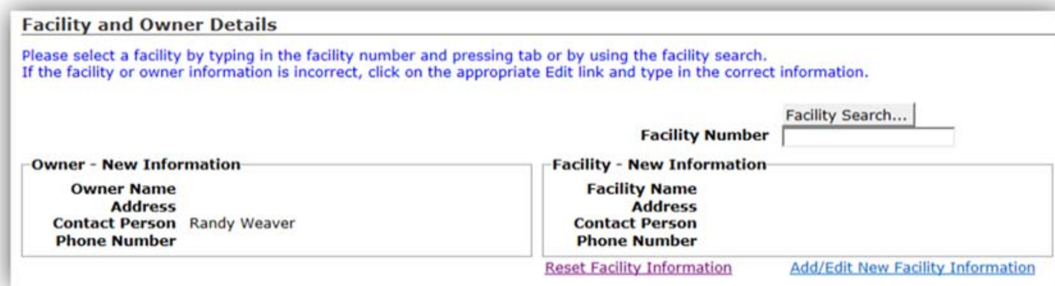
* Confirm this is the owner of the tanks for this Permit Application

Existing Tank Summary

Tank #	Capacity	Product	Tank Status
1	500	Gasoline	Removed
2	20,000	Hazardous Substance	Currently in use
3	20,000	Hazardous Substance	Currently in use
4	20,000	Hazardous Substance	Currently in use
5	20,000	Hazardous Substance	Currently in use
6	10,000	Gasoline	Not Installed

Exit Save & Continue

5. A list of tanks are displayed in the Existing Tank Summary. Click the Save & Continue button located at the bottom of the window.



Facility and Owner Details

Please select a facility by typing in the facility number and pressing tab or by using the facility search.
If the facility or owner information is incorrect, click on the appropriate Edit link and type in the correct information.

Facility Search...

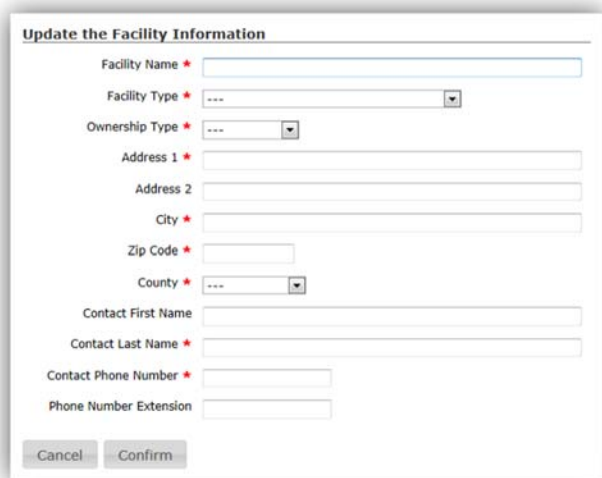
Facility Number

Owner - New Information
Owner Name
Address
Contact Person Randy Weaver
Phone Number

Facility - New Information
Facility Name
Address
Contact Person
Phone Number

Reset Facility Information Add/Edit New Facility Information

6. A new facility may be added using the **Add/Edit New Facility Information** link.
7. Click on the Confirm button after entering the facility information.



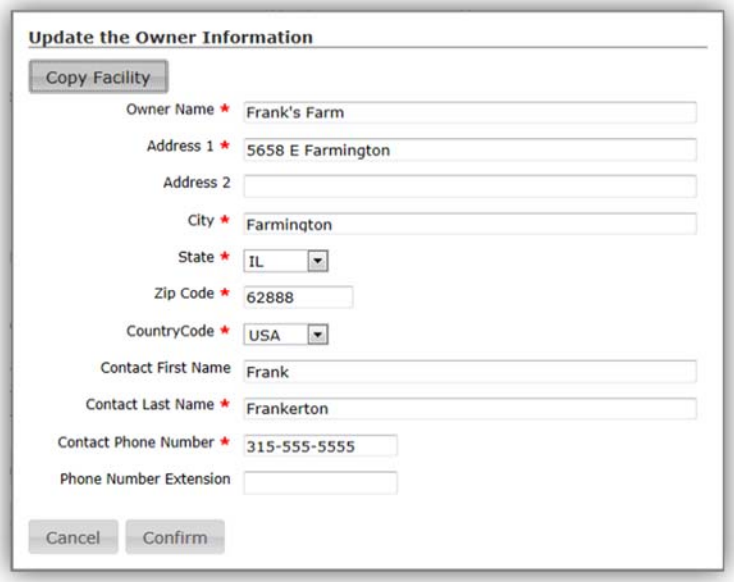
Update the Facility Information

Facility Name *
Facility Type * ---
Ownership Type * ---
Address 1 *
Address 2
City *
Zip Code *
County * ---
Contact First Name
Contact Last Name *
Contact Phone Number *
Phone Number Extension

Cancel Confirm

8. To add new owner information on the new facility, click on **Edit Owner Information** link.

9. Fill in the owner information. If the owner information is the same as the facility, click on the Copy Facility button. The owner information will populate with the facility information.



10. Click on the Confirm button to save.

6.2.1.3 Tanks

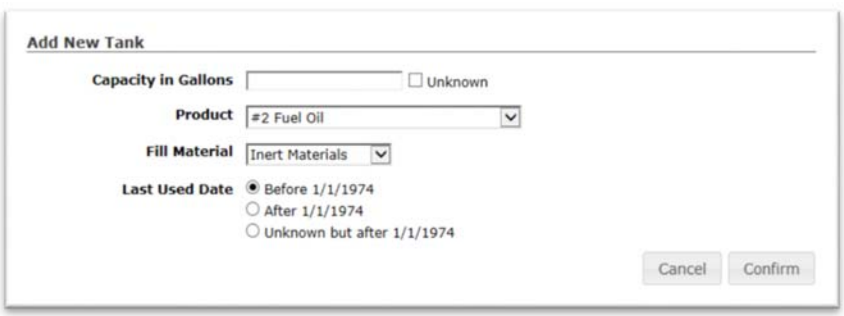
On the **Tanks** window, a list of tanks that the facility has that qualify for permitting is listed.

1. The Tanks window select the tank(s) that will be worked on. The Tanks window will look slightly different for each permit type being submitted.
   a. For **Abandon In Place** there is a Fill Material drop down that needs to be set for the tank selected.   New tanks may also be added by clicking on Add New Tank link.


'anks
;elect the tanks associated with the piping.
Add New Tank
Show 25 entries

	Tank #	Capacity in Gallons	Product	Status	Regulated Status	Fill Material	Last Used Date	Comments
☐	1	560	Diesel Fuel	Removed	Federal	---	2/19/1997	
☐	2	1,000	Gasoline	Removed	Federal	---	2/19/1997	
☐	3	2,000	Gasoline	Currently in use	Federal	---		
☐	4	1,000	Diesel Fuel	Out of service	Federal	---		
☐	5	4,000	Diesel Fuel	Currently in use	Federal	---	8/15/2017	
☐	7	Unknown	#6 Fuel Oil	Out of service		---	4/3/2018	
☐	8	2,000		Currently in use		---	4/10/2018	
☐	9	3,521		Currently in use		---	4/3/2018	

   b. **Removals** show if it was Pre 1974 determined from the Last Used Date.



      i. New tanks may also be added by clicking on Add New Tank link.

Removal Permit Application - 2007483 - ABC Contractor - State ID: IL009876

Tanks

Select the tanks for this permit application.

Add New Tank

Show 25 entries

☐	Tank #	Capacity in Gallons	Product	Status	Regulated Status	Last Used Date	
☐	1	4,000	Kerosene	Currently in use	Federal		
☐	2	10,000	Gasoline	Currently in use	Federal		
☐	3	12,000	Gasoline	Currently in use	Federal		
☐	4	12,000	Gasoline	Currently in use	Federal		
☐	5	8,000	Diesel Fuel	Currently in use	Federal		
☑	9	10,000	Brake Fluid	Not Registered	Federal	7/10/2018	Remove
☑	10	10,000	#2 Fuel Oil	Not Registered	Federal	7/3/2018	Remove
☑	11	10,000	#2 Fuel Oil	Exempt from Registration	Exempt		Remove

Showing 1 to 9 of 9 entries — Previous Next

Back Exit Save & Continue

c. **Cathodic Protection and Upgrade** only give the option to select the tank being worked on.

Cathodic Protection Permit Application - 5017273 - ABC Contractor - State ID: IL009876

Tanks

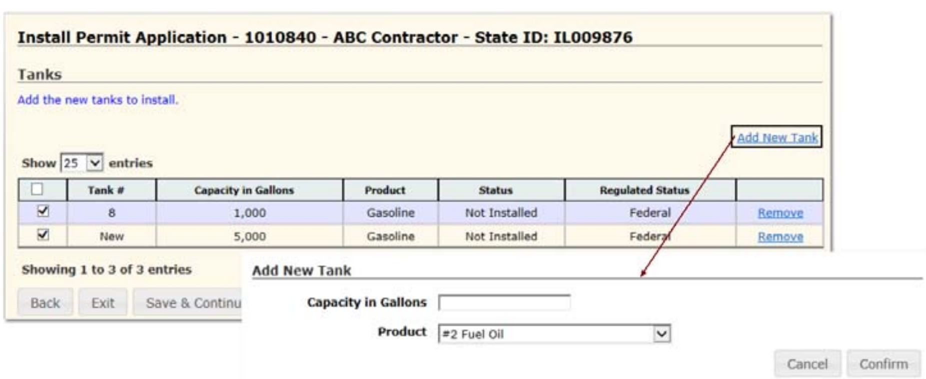
Select the tanks for this permit application.

Show 25 entries

☐	Tank #	Capacity in Gallons	Product	Status	Regulated Status
☑	1	30	Used Oil	Exempt from Registration	Exempt
☐	6	6,000	Gasoline	Currently in use	Federal
☐	7	6,000	Gasoline	Currently in use	Federal
☐	8	6,000	Gasoline	Currently in use	Federal
☐	11	10,000	Gasoline	Currently in use	Federal

d. **Installs** application types will not list any tanks but gives you the ability to add new ones. Use the "Add New Tank" link.

   i. By default, the Regulated Status of a tank is Federal.



Install Permit Application - 1010840 - ABC Contractor - State ID: IL009876

Tanks

Add the new tanks to install.

Add New Tank

Show 25 entries

☐	Tank #	Capacity in Gallons	Product	Status	Regulated Status	
☑	8	1,000	Gasoline	Not Installed	Federal	Remove
☑	New	5,000	Gasoline	Not Installed	Federal	Remove

Showing 1 to 3 of 3 entries

Back Exit Save & Continu

Add New Tank

Capacity in Gallons

Product #2 Fuel Oil

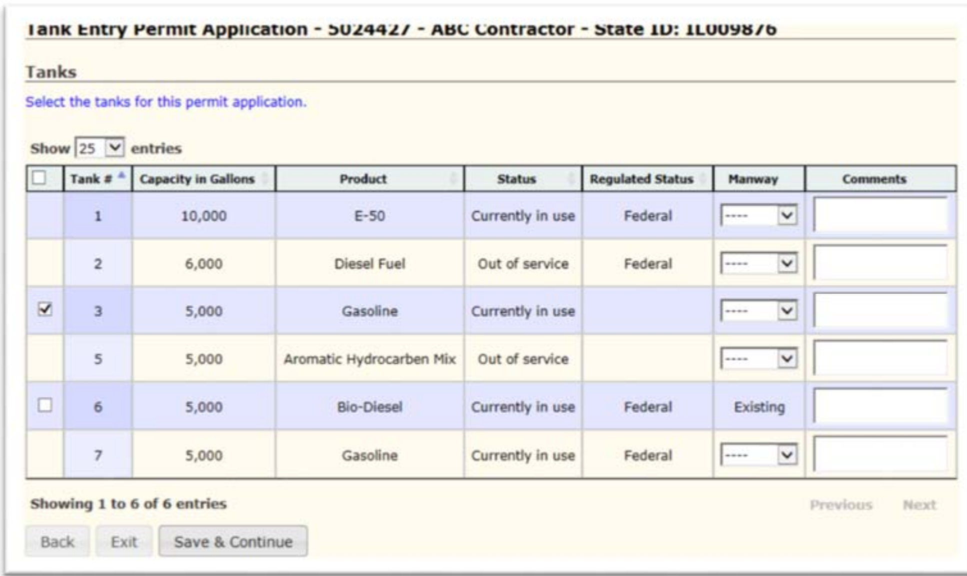
Cancel Confirm

e. For **Tank Entry**, **Lining Inspection** and **Reline** the Tank window has settings for Manway and Work to be Performed.

i. If the tank does not have a lining, you will receive the following message.

Lining Inspection Permit Applications requre a facility that has at least one tank with lining

f. Comments field is only required when "Other" is selected under Work to be Performed.


Tank Entry Permit Application - 5024427 - ABC Contractor - State ID: 1L009876

Tanks

Select the tanks for this permit application.

Show 25 entries

	Tank #	Capacity in Gallons	Product	Status	Regulated Status	Manway	Comments
☐	1	10,000	E-50	Currently in use	Federal	----	
	2	6,000	Diesel Fuel	Out of service	Federal	----	
☑	3	5,000	Gasoline	Currently in use		----	
	5	5,000	Aromatic Hydrocarben Mix	Out of service		----	
☐	6	5,000	Bio-Diesel	Currently in use	Federal	Existing	
	7	5,000	Gasoline	Currently in use	Federal	----	

Showing 1 to 6 of 6 entries

Previous Next

Back Exit Save & Continue

2. Clicking on Save & Continue button located at the bottom of the window to open the next window in the process.

- For **Cathodic**, **Install** and **Upgrade** permit types the next window will be Equipment.
- **Abandonment In Place** and **Removal** permit types will move to Supplemental Information.
- The **Reline** permit type will move to Lining Compatibility screen.
- **Lining Inspection** and **Hot Work/Tank Entry** will move to the Terms and Conditions screen.

To show all the screens in this manual, we will follow the application process for **Cathodic**, **Install** and **Upgrade** permit types and therefore move on to the Tank Equipment screen. Supplemental Information and Terms and Conditions windows will be shown later on.

6.2.1.4 Tank Equipment

The **Equipment** window needs to be completed if you are entering Cathodic, Upgrade or Install permit types.

The tanks selected on the Tank screen are shown in the Permitted Tanks list. Equipment will need to be set for each tank. For Install applications, one or more items from each category will need to be selected in order to save to the next screen. For Cathodic Protection applications an item from both the Corrosion Protection Tank and Corrosion Protection Piping will need to be selected. Additional comments may be added.

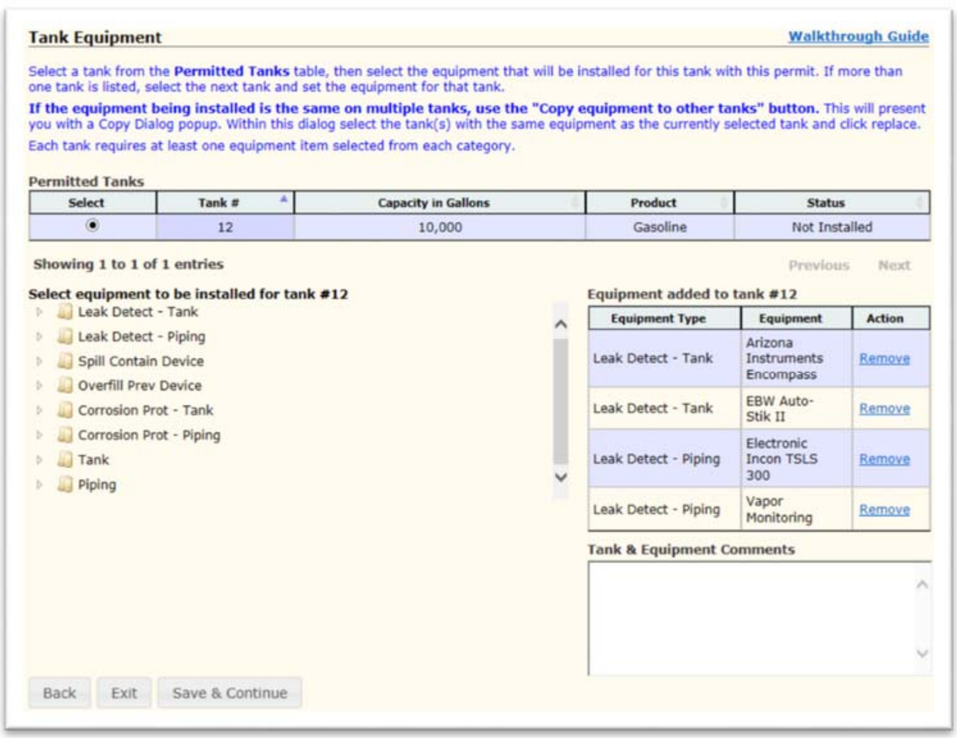
1. Select a tank from the **Permitted Tanks** list you want to set equipment for.

Permitted Tanks

Select	Tank #	Capacity in Gallons	Product	Status
◉	1	10,000	E-85	Not Installed
○	2	10,000	Gasoline	Not Installed
○	3	10,000	Diesel Fuel	Not Installed

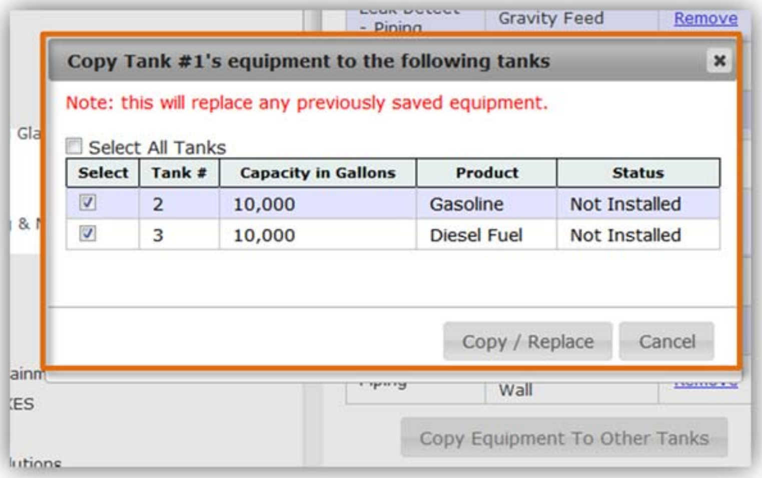
2. The **Select equipment to be installed for tank #** displays below the tank list for you to make equipment selection. In this example, tank #1 is shown.
3. Select the equipment that will be installed for the selected tank by expanding a category and placing a check in the box by the equipment name.

Note: For Install and Cathodic Protection permit type applications, a piece of equipment from each category will need to be selected for each tank. For Upgrade permit applications, at least one piece of equipment needs to be selected for each tank.



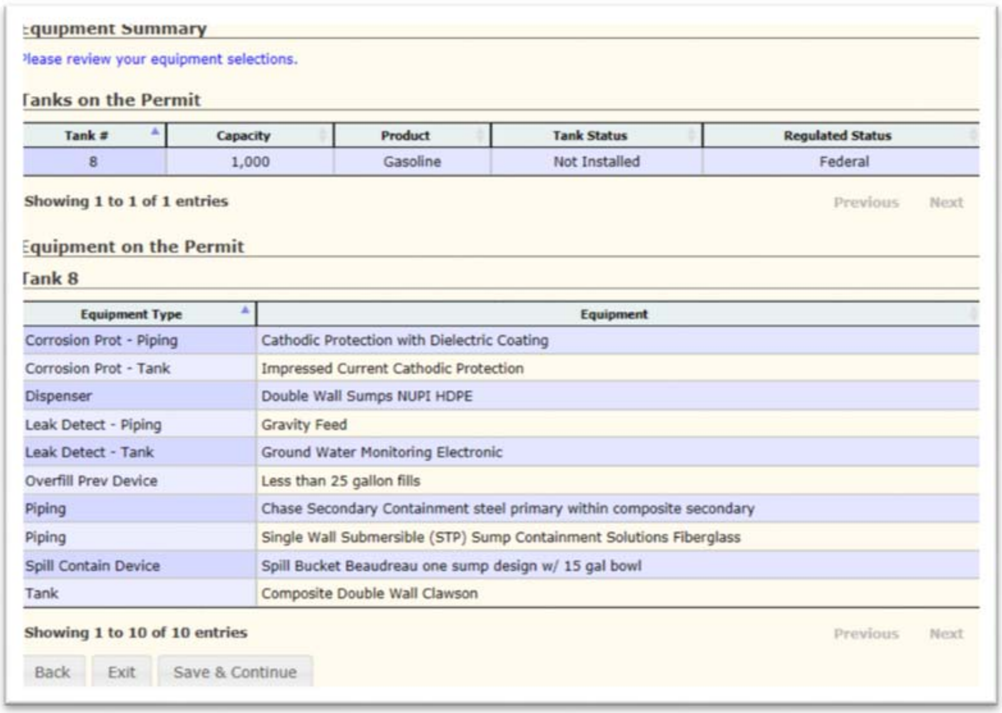
4. As you select the equipment, the Equipment Type and Equipment name will display in the **Equipment added to tank #**, located on the right of the window.
5. Sump type equipment items will have a list of
6. You can remove a piece of equipment from the items selected list by clicking on the **Remove** link or deselecting it from the equipment tree on the left.
7. If you have additional tanks that will have the same set of equipment installed, click on the **Copy Equipment To Other Tanks** button.

7. The **Copy Tank #** dialog will open to allow you to select which tanks the current tanks equipment will be copied to.



8. Click on **Copy / Replace** button to save. If you have already saved equipment to the tanks that are selected, this will replace that list.
9. On the Equipment screen **Permitted Tanks** list, you can select the tank that you had the equipment copied to. You will see the equipment is also in the **Equipment added to tank #** list for that tank.
10. Adding / Removing items on one tank: If there is additional equipment that needs to be added to one of the tanks that won't be added to another, you can add it by selecting the tank in **Permitted Tanks** list and then selecting the additional piece of equipment. You can also remove a piece of equipment that is not needed on one but needs to be left on the other tanks by selecting the tank in the **Permitted Tanks** list and clicking on the Remove link for that piece of equipment.
11. Any additional comments needing to be made can be entered in the **Tanks & Equipment Comments** box. Select the tank from the **Permitted Tanks** list and enter text.
12. When all the equipment has been selected, click on **Save & Continue** button located at the bottom of the Equipment screen.

13. Review the Equipment Summary screen to verify that all equipment has been added.
14. If any corrections need to be made, click on the **Back** button. You will be asked to Save, Discard or Cancel. Click on **Save**. This will take you back to the Tank Equipment screen. Make the necessary changes by following the above directions. When changes are completed, click **Save & Continue.**


Equipment Summary

Please review your equipment selections.

Tanks on the Permit

Tank #	Capacity	Product	Tank Status	Regulated Status
8	1,000	Gasoline	Not Installed	Federal

Showing 1 to 1 of 1 entries   Previous Next

Equipment on the Permit

Tank 8

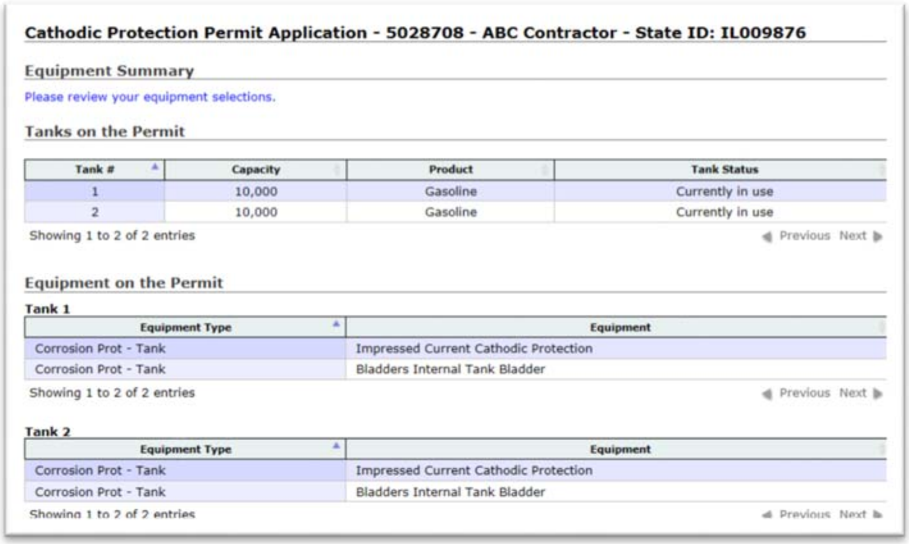
Equipment Type	Equipment
Corrosion Prot - Piping	Cathodic Protection with Dielectric Coating
Corrosion Prot - Tank	Impressed Current Cathodic Protection
Dispenser	Double Wall Sumps NUPI HDPE
Leak Detect - Piping	Gravity Feed
Leak Detect - Tank	Ground Water Monitoring Electronic
Overfill Prev Device	Less than 25 gallon fills
Piping	Chase Secondary Containment steel primary within composite secondary
Piping	Single Wall Submersible (STP) Sump Containment Solutions Fiberglass
Spill Contain Device	Spill Bucket Beaudreau one sump design w/ 15 gal bowl
Tank	Composite Double Wall Clawson

Showing 1 to 10 of 10 entries   Previous Next

Back Exit Save & Continue

6.2.1.5 Equipment Summary

The **Equipment Summary** window is shown for **Cathodic Protection, Install** and **Upgrade** permit types. It displays the list of items for each tank that was selected to have work and the work to be done for each tank.



Cathodic Protection Permit Application - 5028708 - ABC Contractor - State ID: IL009876

Equipment Summary

Please review your equipment selections.

Tanks on the Permit

Tank #	Capacity	Product	Tank Status
1	10,000	Gasoline	Currently in use
2	10,000	Gasoline	Currently in use

Showing 1 to 2 of 2 entries Previous Next

Equipment on the Permit

Tank 1

Equipment Type	Equipment
Corrosion Prot - Tank	Impressed Current Cathodic Protection
Corrosion Prot - Tank	Bladders Internal Tank Bladder

Showing 1 to 2 of 2 entries Previous Next

Tank 2

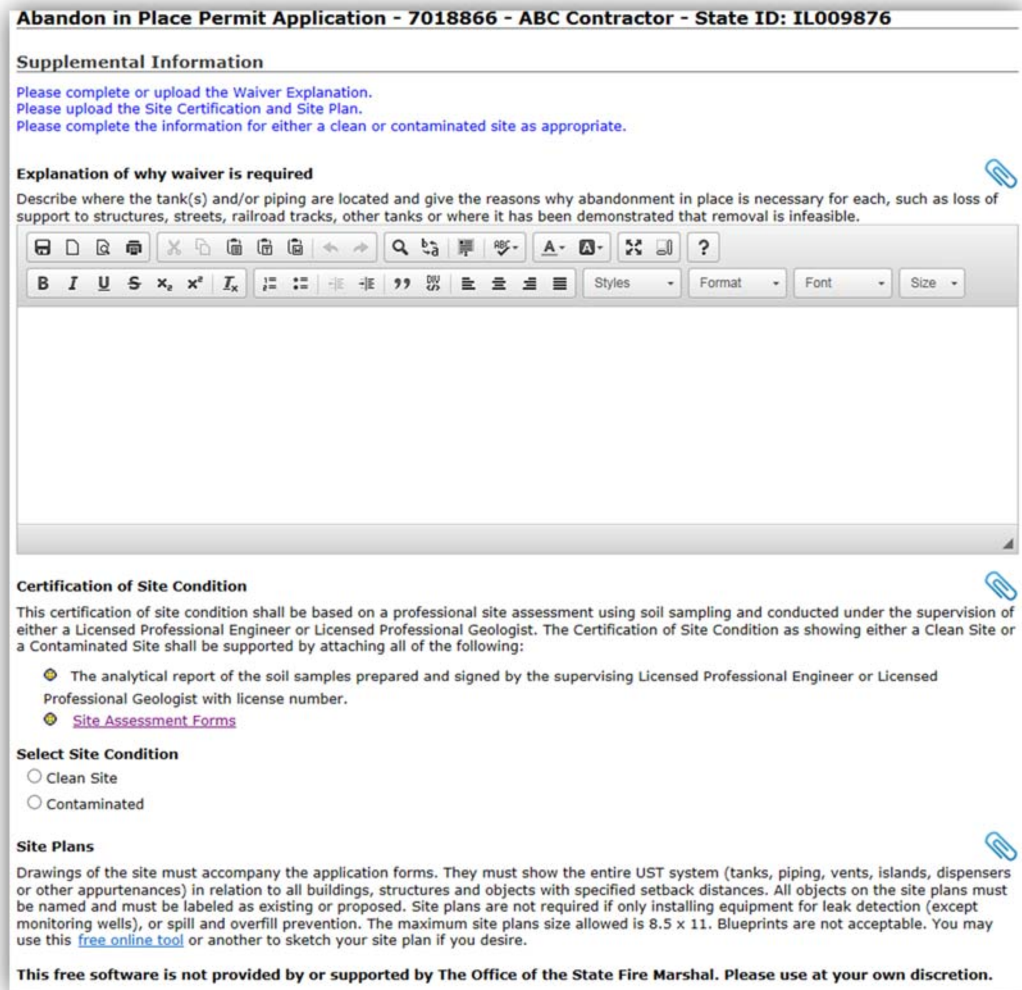
Equipment Type	Equipment
Corrosion Prot - Tank	Impressed Current Cathodic Protection
Corrosion Prot - Tank	Bladders Internal Tank Bladder

Showing 1 to 2 of 2 entries Previous Next

To make corrections, click on the Back button. If correct, click on the Save & Continue button to move on to the Supplemental Information window.

6.2.1.6 Supplemental Information

Abandon in Place, Cathodic Protection, Install, Removal and **Upgrade** permit types have a **Supplemental Information** window. Each of these Supplemental Information windows gathers information relevant to the permit type. As an example, below is a screen shot of the Supplemental Information screen for an Abandon in Place. The directions in blue text listed at the top of the screen explains what is needed in order to complete the screen.



Abandon in Place Permit Application - 7018866 - ABC Contractor - State ID: IL009876

Supplemental Information

Please complete or upload the Waiver Explanation.
Please upload the Site Certification and Site Plan.
Please complete the information for either a clean or contaminated site as appropriate.

Explanation of why waiver is required

Describe where the tank(s) and/or piping are located and give the reasons why abandonment in place is necessary for each, such as loss of support to structures, streets, railroad tracks, other tanks or where it has been demonstrated that removal is infeasible.

Styles Format Font Size

Certification of Site Condition

This certification of site condition shall be based on a professional site assessment using soil sampling and conducted under the supervision of either a Licensed Professional Engineer or Licensed Professional Geologist. The Certification of Site Condition as showing either a Clean Site or a Contaminated Site shall be supported by attaching all of the following:

- The analytical report of the soil samples prepared and signed by the supervising Licensed Professional Engineer or Licensed Professional Geologist with license number.
- Site Assessment Forms

Select Site Condition

- Clean Site
- Contaminated

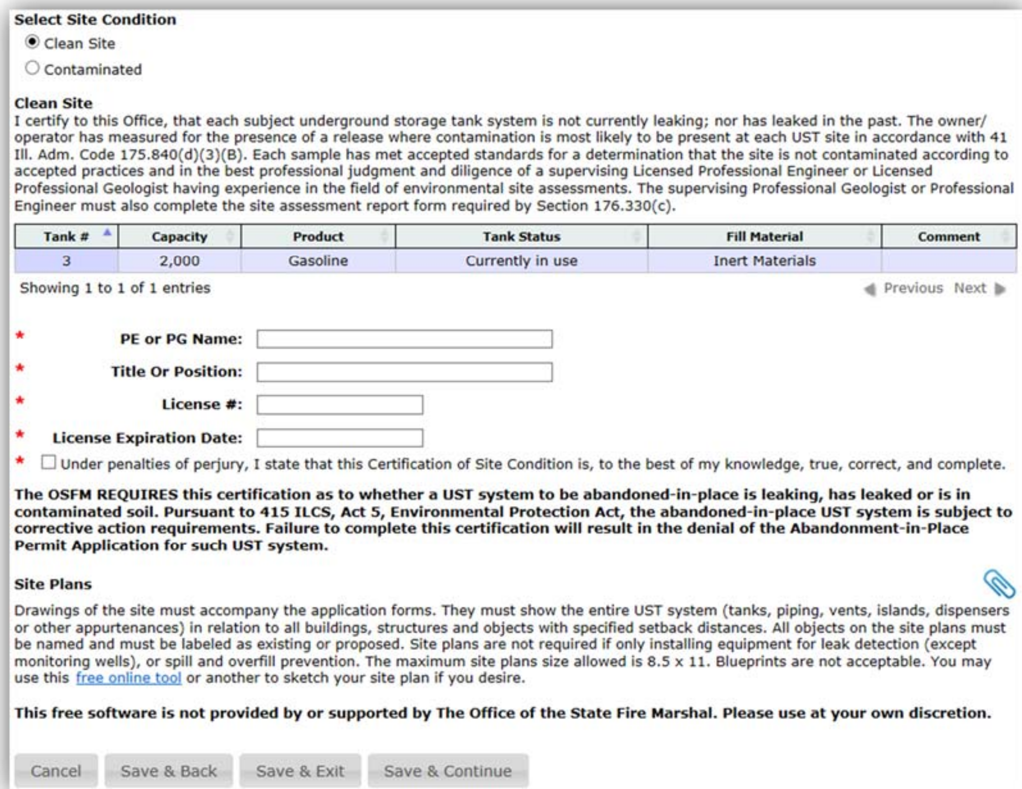
Site Plans

Drawings of the site must accompany the application forms. They must show the entire UST system (tanks, piping, vents, islands, dispensers or other appurtenances) in relation to all buildings, structures and objects with specified setback distances. All objects on the site plans must be named and must be labeled as existing or proposed. Site plans are not required if only installing equipment for leak detection (except monitoring wells), or spill and overfill prevention. The maximum site plans size allowed is 8.5 x 11. Blueprints are not acceptable. You may use this free online tool or another to sketch your site plan if you desire.

This free software is not provided by or supported by The Office of the State Fire Marshal. Please use at your own discretion.

Under Select Site Condition on an **Abandonment In Place** is a setting to select if the site is a clean or contaminated site.

When the Clean Site option is selected, the Clean Site section expands for information to be collected.


Select Site Condition

(•) Clean Site

( ) Contaminated

Clean Site

I certify to this Office, that each subject underground storage tank system is not currently leaking; nor has leaked in the past. The owner/operator has measured for the presence of a release where contamination is most likely to be present at each UST site in accordance with 41 Ill. Adm. Code 175.840(d)(3)(B). Each sample has met accepted standards for a determination that the site is not contaminated according to accepted practices and in the best professional judgment and diligence of a supervising Licensed Professional Engineer or Licensed Professional Geologist having experience in the field of environmental site assessments. The supervising Professional Geologist or Professional Engineer must also complete the site assessment report form required by Section 176.330(c).

Tank #	Capacity	Product	Tank Status	Fill Material	Comment
3	2,000	Gasoline	Currently in use	Inert Materials	

Showing 1 to 1 of 1 entries

Previous Next

* **PE or PG Name:**

* **Title Or Position:**

* **License #:**

* **License Expiration Date:**

* [ ] Under penalties of perjury, I state that this Certification of Site Condition is, to the best of my knowledge, true, correct, and complete.

The OSFM REQUIRES this certification as to whether a UST system to be abandoned-in-place is leaking, has leaked or is in contaminated soil. Pursuant to 415 ILCS, Act 5, Environmental Protection Act, the abandoned-in-place UST system is subject to corrective action requirements. Failure to complete this certification will result in the denial of the Abandonment-in-Place Permit Application for such UST system.

Site Plans

Drawings of the site must accompany the application forms. They must show the entire UST system (tanks, piping, vents, islands, dispensers or other appurtenances) in relation to all buildings, structures and objects with specified setback distances. All objects on the site plans must be named and must be labeled as existing or proposed. Site plans are not required if only installing equipment for leak detection (except monitoring wells), or spill and overfill prevention. The maximum site plans size allowed is 8.5 x 11. Blueprints are not acceptable. You may use this free online tool or another to sketch your site plan if you desire.

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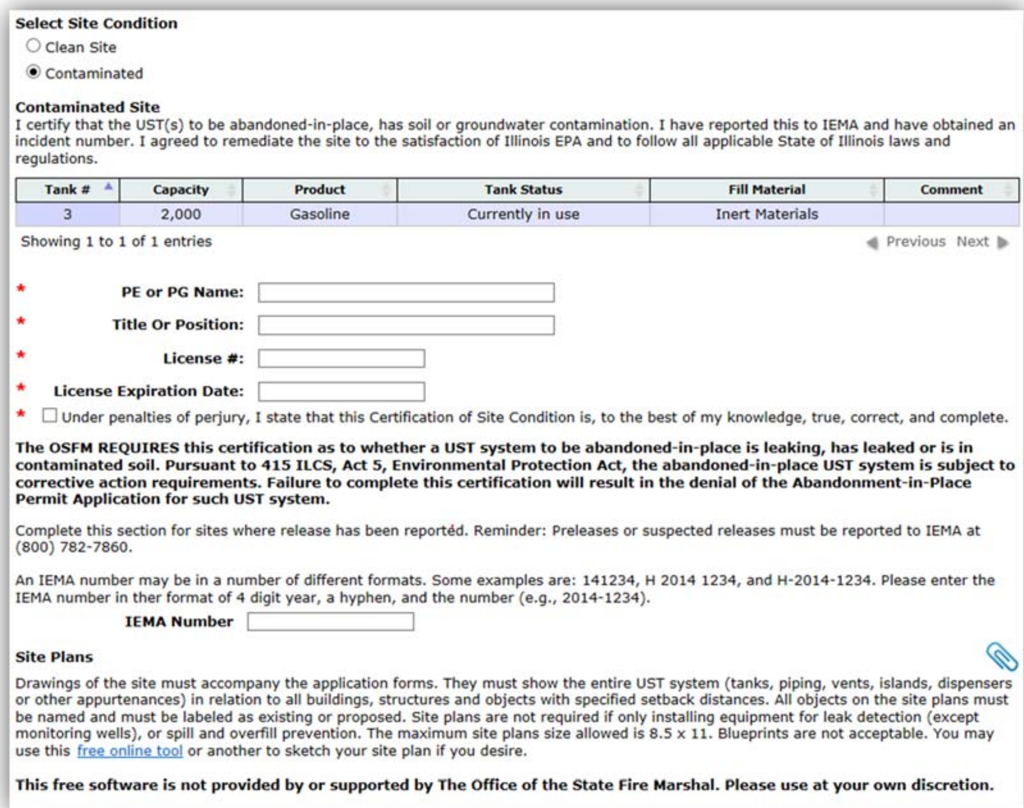
Cancel | Save & Back | Save & Exit | Save & Continue

When the Contaminated option is selected, the Contaminated Site section expands for further information to be collected.



Select Site Condition

○ Clean Site

◉ Contaminated

Contaminated Site

I certify that the UST(s) to be abandoned-in-place, has soil or groundwater contamination. I have reported this to IEMA and have obtained an incident number. I agreed to remediate the site to the satisfaction of Illinois EPA and to follow all applicable State of Illinois laws and regulations.

Tank #	Capacity	Product	Tank Status	Fill Material	Comment
3	2,000	Gasoline	Currently in use	Inert Materials	

Showing 1 to 1 of 1 entries ◀ Previous Next ▶

* PE or PG Name:

* Title Or Position:

* License #:

* License Expiration Date:

* ☐ Under penalties of perjury, I state that this Certification of Site Condition is, to the best of my knowledge, true, correct, and complete.

The OSFM REQUIRES this certification as to whether a UST system to be abandoned-in-place is leaking, has leaked or is in contaminated soil. Pursuant to 415 ILCS, Act 5, Environmental Protection Act, the abandoned-in-place UST system is subject to corrective action requirements. Failure to complete this certification will result in the denial of the Abandonment-in-Place Permit Application for such UST system.

Complete this section for sites where release has been reportéd. Reminder: Preleases or suspected releases must be reported to IEMA at (800) 782-7860.

An IEMA number may be in a number of different formats. Some examples are: 141234, H 2014 1234, and H-2014-1234. Please enter the IEMA number in ther format of 4 digit year, a hyphen, and the number (e.g., 2014-1234).

IEMA Number

Site Plans

Drawings of the site must accompany the application forms. They must show the entire UST system (tanks, piping, vents, islands, dispensers or other appurtenances) in relation to all buildings, structures and objects with specified setback distances. All objects on the site plans must be named and must be labeled as existing or proposed. Site plans are not required if only installing equipment for leak detection (except monitoring wells), or spill and overfill prevention. The maximum site plans size allowed is 8.5 x 11. Blueprints are not acceptable. You may use this free online tool or another to sketch your site plan if you desire.

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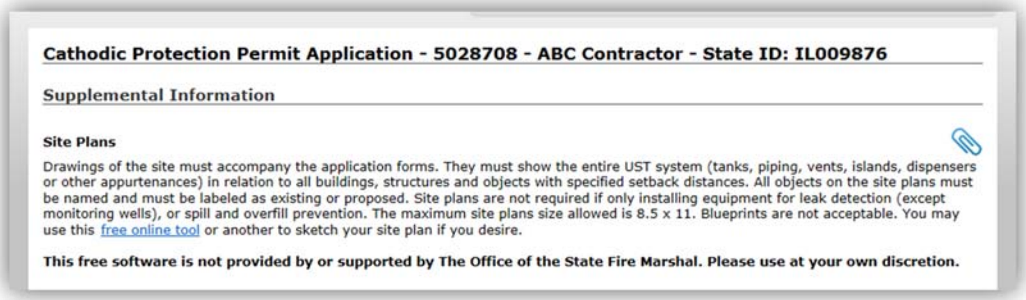
Cathodic Protection's Supplemental Information window needs only the Site Plans.



Cathodic Protection Permit Application - 5028708 - ABC Contractor - State ID: IL009876

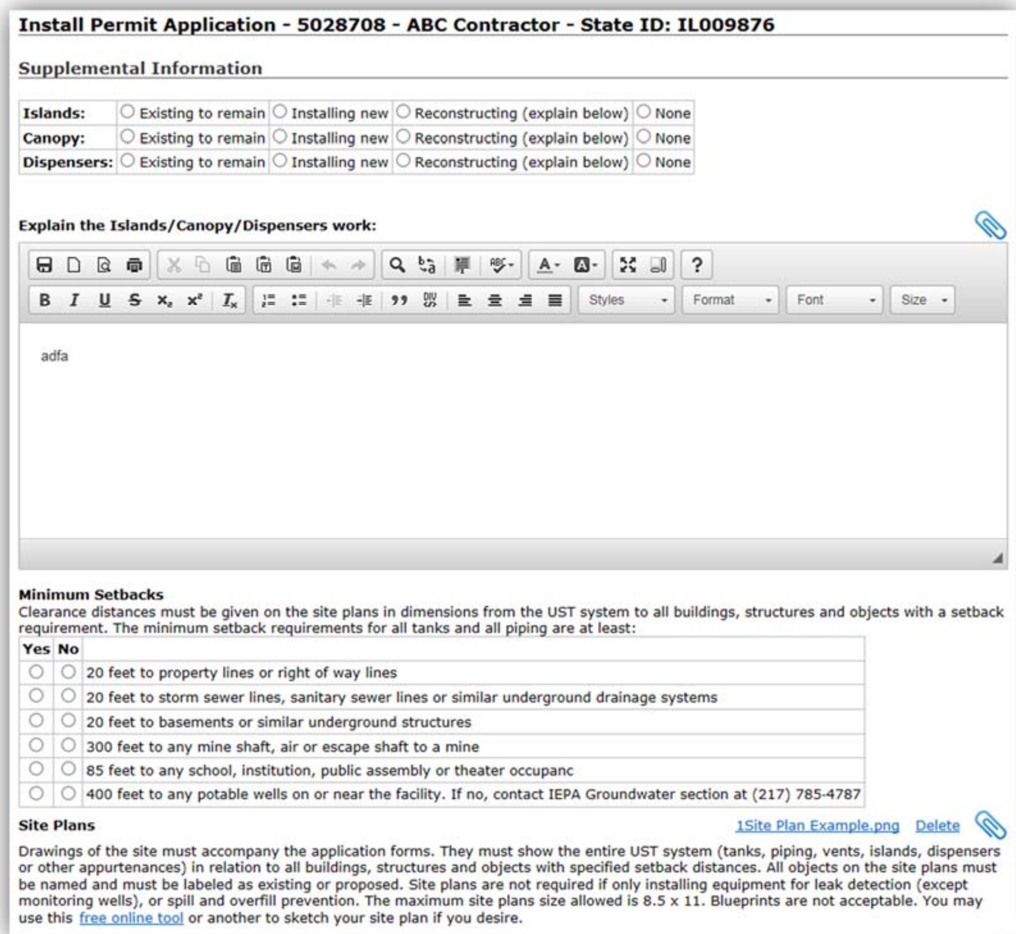
Supplemental Information

Site Plans

Drawings of the site must accompany the application forms. They must show the entire UST system (tanks, piping, vents, islands, dispensers or other appurtenances) in relation to all buildings, structures and objects with specified setback distances. All objects on the site plans must be named and must be labeled as existing or proposed. Site plans are not required if only installing equipment for leak detection (except monitoring wells), or spill and overfill prevention. The maximum site plans size allowed is 8.5 x 11. Blueprints are not acceptable. You may use this free online tool or another to sketch your site plan if you desire.

This free software is not provided by or supported by The Office of the State Fire Marshal. Please use at your own discretion.

The **Install** permit type Supplemental Information window needs information concerning Islands, Canopy, Dispensers and Minimum Setbacks along the Site Plans.



Install Permit Application - 5028708 - ABC Contractor - State ID: IL009876

Supplemental Information

Islands:	○ Existing to remain	○ Installing new	○ Reconstructing (explain below)	○ None
Canopy:	○ Existing to remain	○ Installing new	○ Reconstructing (explain below)	○ None
Dispensers:	○ Existing to remain	○ Installing new	○ Reconstructing (explain below)	○ None

Explain the Islands/Canopy/Dispensers work:

Styles Format Font Size

adfa

Minimum Setbacks

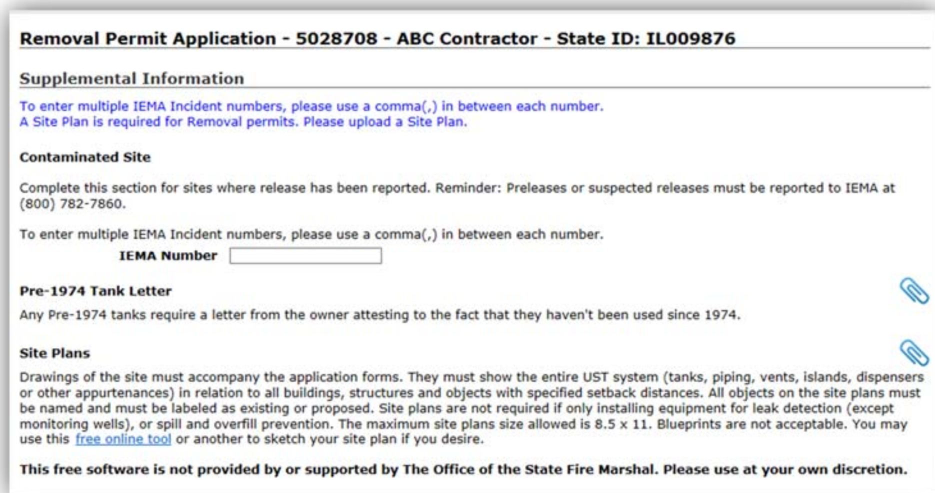
Clearance distances must be given on the site plans in dimensions from the UST system to all buildings, structures and objects with a setback requirement. The minimum setback requirements for all tanks and all piping are at least:

Yes	No	
○	○	20 feet to property lines or right of way lines
○	○	20 feet to storm sewer lines, sanitary sewer lines or similar underground drainage systems
○	○	20 feet to basements or similar underground structures
○	○	300 feet to any mine shaft, air or escape shaft to a mine
○	○	85 feet to any school, institution, public assembly or theater occupanc
○	○	400 feet to any potable wells on or near the facility. If no, contact IEPA Groundwater section at (217) 785-4787

Site Plans 1Site Plan Example.png Delete

Drawings of the site must accompany the application forms. They must show the entire UST system (tanks, piping, vents, islands, dispensers or other appurtenances) in relation to all buildings, structures and objects with specified setback distances. All objects on the site plans must be named and must be labeled as existing or proposed. Site plans are not required if only installing equipment for leak detection (except monitoring wells), or spill and overfill prevention. The maximum site plans size allowed is 8.5 x 11. Blueprints are not acceptable. You may use this free online tool or another to sketch your site plan if you desire.

Removal's Supplemental Information needs IEMA Number(s), Site Plans and information if the tank is Pre-1974.



Removal Permit Application - 5028708 - ABC Contractor - State ID: IL009876

Supplemental Information

To enter multiple IEMA Incident numbers, please use a comma(,) in between each number.
A Site Plan is required for Removal permits. Please upload a Site Plan.

Contaminated Site

Complete this section for sites where release has been reported. Reminder: Preleases or suspected releases must be reported to IEMA at (800) 782-7860.

To enter multiple IEMA Incident numbers, please use a comma(,) in between each number.

IEMA Number

Pre-1974 Tank Letter

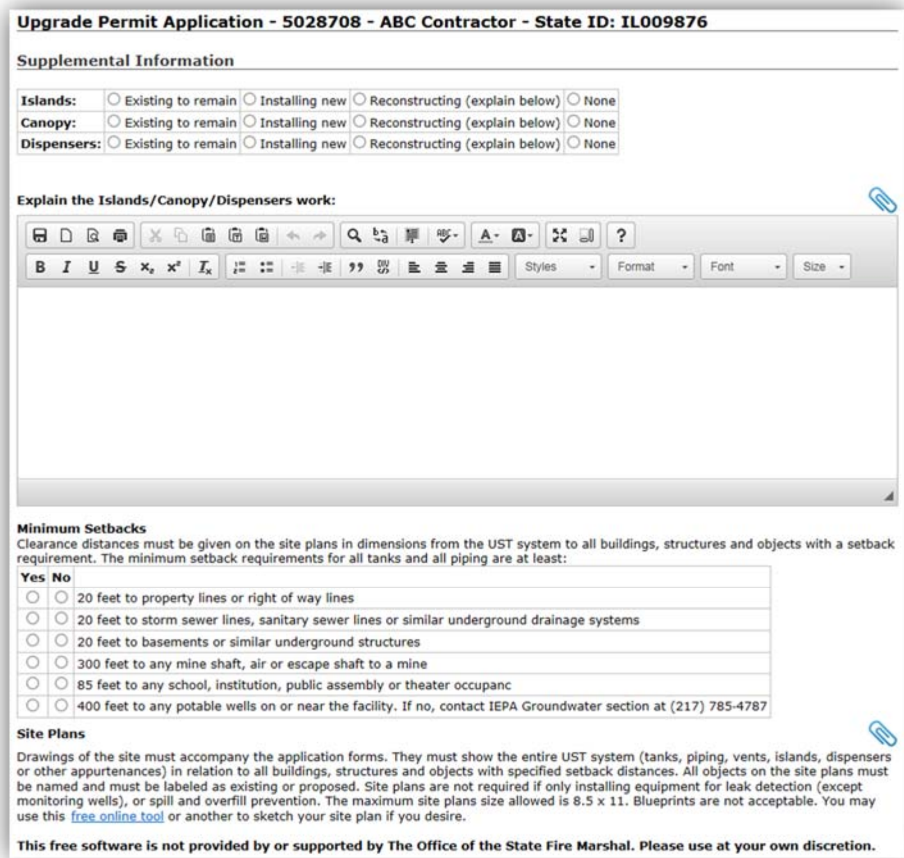
Any Pre-1974 tanks require a letter from the owner attesting to the fact that they haven't been used since 1974.

Site Plans

Drawings of the site must accompany the application forms. They must show the entire UST system (tanks, piping, vents, islands, dispensers or other appurtenances) in relation to all buildings, structures and objects with specified setback distances. All objects on the site plans must be named and must be labeled as existing or proposed. Site plans are not required if only installing equipment for leak detection (except monitoring wells), or spill and overfill prevention. The maximum site plans size allowed is 8.5 x 11. Blueprints are not acceptable. You may use this free online tool or another to sketch your site plan if you desire.

This free software is not provided by or supported by The Office of the State Fire Marshal. Please use at your own discretion.

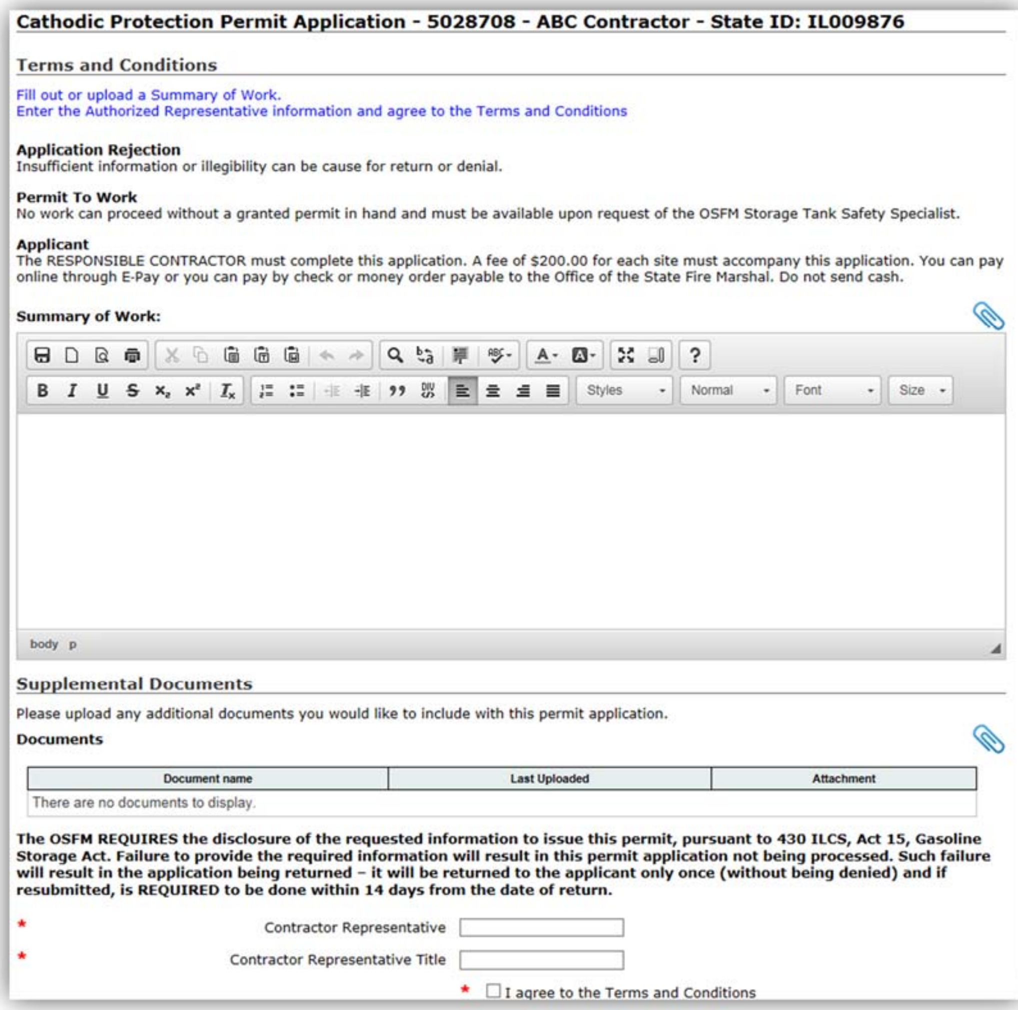
Upgrade's Supplemental Information window needs information concerning Islands, Canopy, Dispensers and Minimum Setbacks along the Site Plans.



6.2.1.7 *Terms and Conditions*

All permit types have a **Terms and Conditions** window. With the exception of Abandon In Place, they all have a Summary of Work. They all have a Supplemental Documents section along with the required Contractor Representative, Contractor Representative Title and an I agree to the Terms and Conditions check off box.

Note: Summary of Work is required on all permit type applications.



Cathodic Protection Permit Application - 5028708 - ABC Contractor - State ID: IL009876

Terms and Conditions

Fill out or upload a Summary of Work.
Enter the Authorized Representative information and agree to the Terms and Conditions

Application Rejection
Insufficient information or illegibility can be cause for return or denial.

Permit To Work
No work can proceed without a granted permit in hand and must be available upon request of the OSFM Storage Tank Safety Specialist.

Applicant
The RESPONSIBLE CONTRACTOR must complete this application. A fee of $200.00 for each site must accompany this application. You can pay online through E-Pay or you can pay by check or money order payable to the Office of the State Fire Marshal. Do not send cash.

Summary of Work:

Supplemental Documents

Please upload any additional documents you would like to include with this permit application.

Documents

Document name	Last Uploaded	Attachment
There are no documents to display.		

The OSFM REQUIRES the disclosure of the requested information to issue this permit, pursuant to 430 ILCS, Act 15, Gasoline Storage Act. Failure to provide the required information will result in this permit application not being processed. Such failure will result in the application being returned – it will be returned to the applicant only once (without being denied) and if resubmitted, is REQUIRED to be done within 14 days from the date of return.

* Contractor Representative

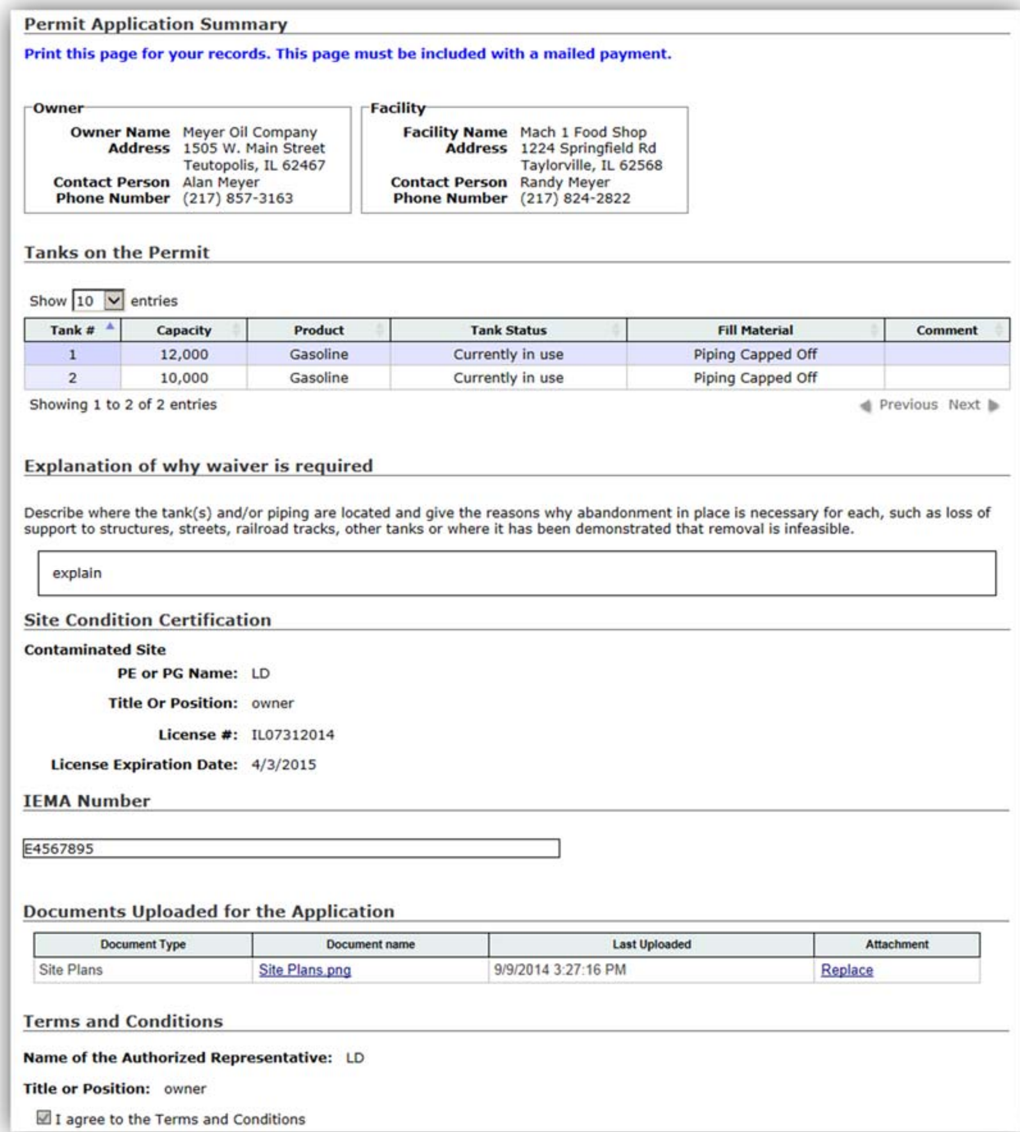
* Contractor Representative Title

* I agree to the Terms and Conditions

Click on the Save & Continue button to move on to the Permit Application Summary window.

6.2.1.8 Permit Application Summary

All permit types have a **Permit Application Summary** window for contractors to review the information they've entered. Click on the Proceed to Payment button to proceed to the Payment window.



Permit Application Summary

Print this page for your records. This page must be included with a mailed payment.

Owner

Owner Name Meyer Oil Company
Address 1505 W. Main Street
Teutopolis, IL 62467
Contact Person Alan Meyer
Phone Number (217) 857-3163

Facility

Facility Name Mach 1 Food Shop
Address 1224 Springfield Rd
Taylorville, IL 62568
Contact Person Randy Meyer
Phone Number (217) 824-2822

Tanks on the Permit

Show 10 entries

Tank #	Capacity	Product	Tank Status	Fill Material	Comment
1	12,000	Gasoline	Currently in use	Piping Capped Off	
2	10,000	Gasoline	Currently in use	Piping Capped Off	

Showing 1 to 2 of 2 entries — Previous Next

Explanation of why waiver is required

Describe where the tank(s) and/or piping are located and give the reasons why abandonment in place is necessary for each, such as loss of support to structures, streets, railroad tracks, other tanks or where it has been demonstrated that removal is infeasible.

explain

Site Condition Certification

Contaminated Site

PE or PG Name: LD
Title Or Position: owner
License #: IL07312014
License Expiration Date: 4/3/2015

IEMA Number

E4567895

Documents Uploaded for the Application

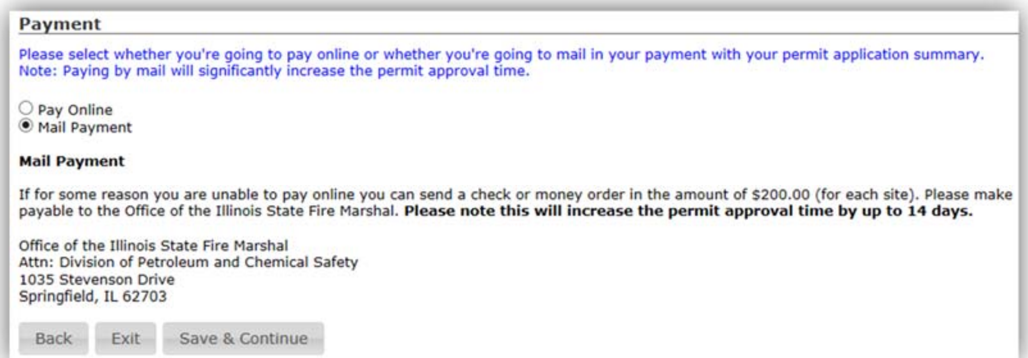
Document Type	Document name	Last Uploaded	Attachment
Site Plans	Site Plans.png	9/9/2014 3:27:16 PM	Replace

Terms and Conditions

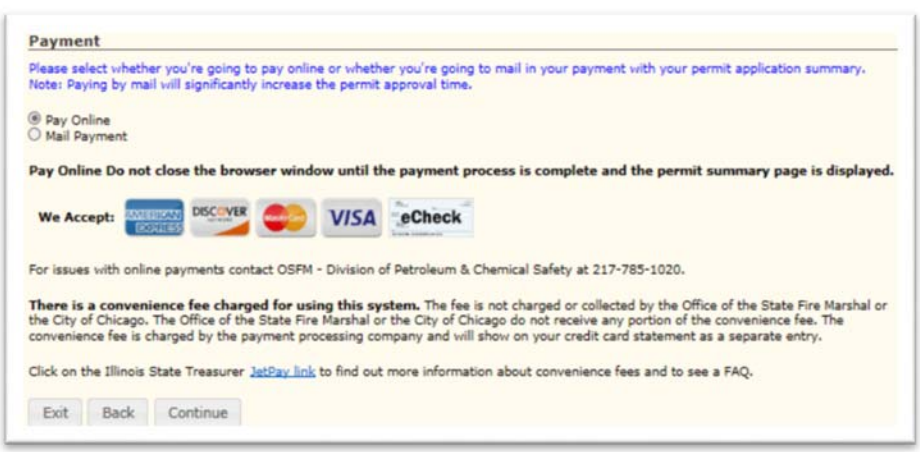
Name of the Authorized Representative: LD
Title or Position: owner
☑ I agree to the Terms and Conditions

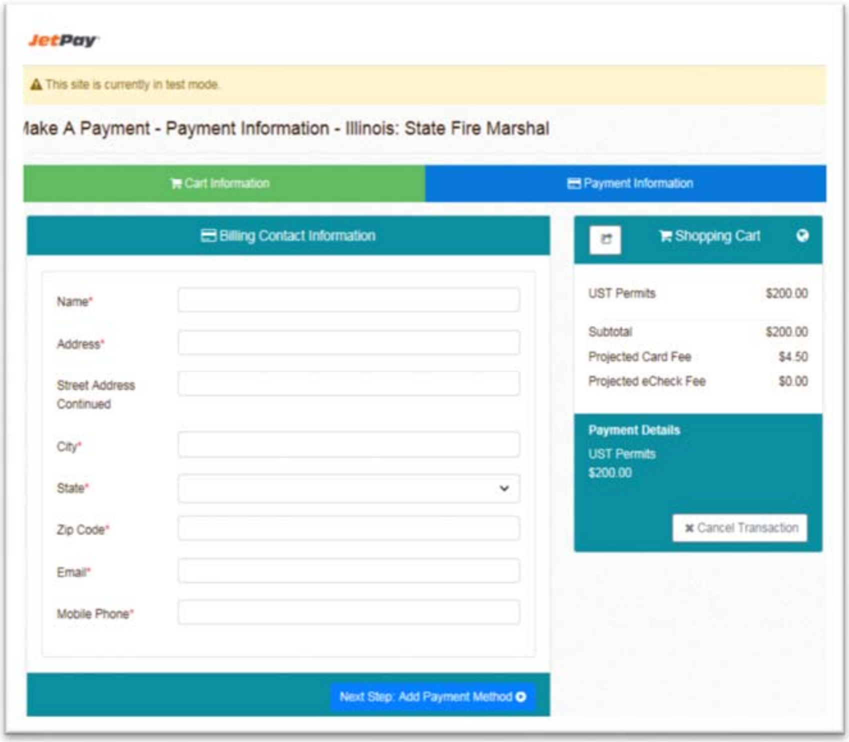
6.2.1.9 Payment

Select the type of payment that will be submitted. If selecting Mail Payment, the address to mail the check to is displayed. Click Save & Continue. The final application will display in the screen allowing you to print a copy of it for your records. You will also need to send a copy of the application in with your check. Keep in mind that submitting the check by mail c take up to 14 days longer to process the application than if you submit it online



When selecting Pay Online you will be taken to the Illinois State Treasurer's secure electronic payment program. Click [JetPay link] to find out more about making a secure online payment.

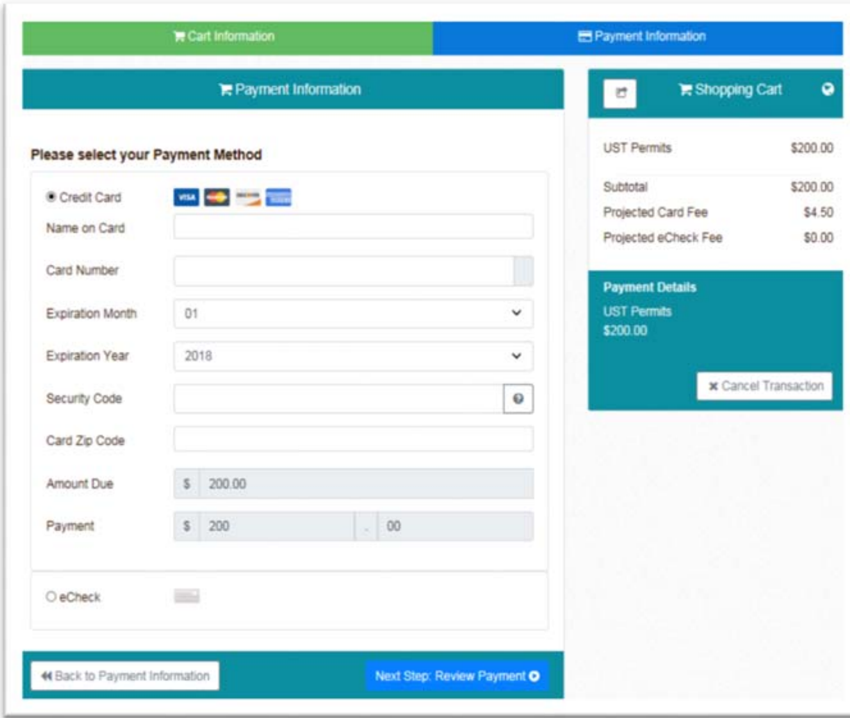




In the column on the right you will find the fee and fees listed. Use the Cancel Transaction to cancel paying the permit fee.

Enter the required information in order to submit your payment.

Click on the Next Step: Add Payment Method button.



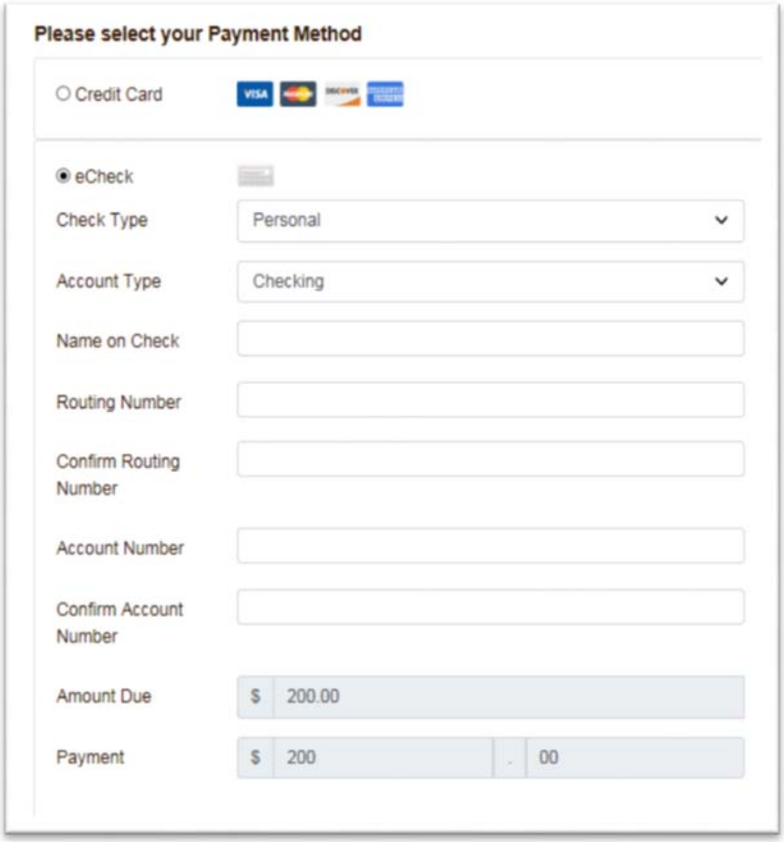
Enter your card information.

Click on Next Step: Review Payment button.

The fee amount will be displayed along with the fees associated with the permit.

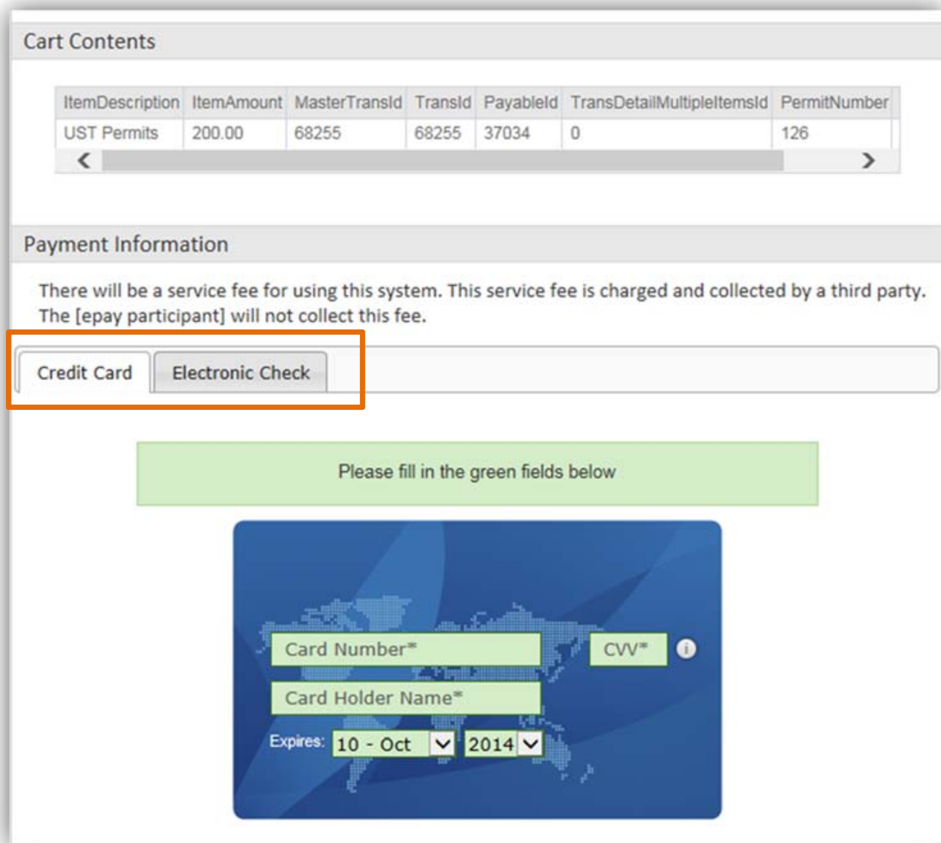
Place a check in the “I agree to the Payment Terms of Service and authorize this payment.”.

Click on Make Payment button to complete the transaction.

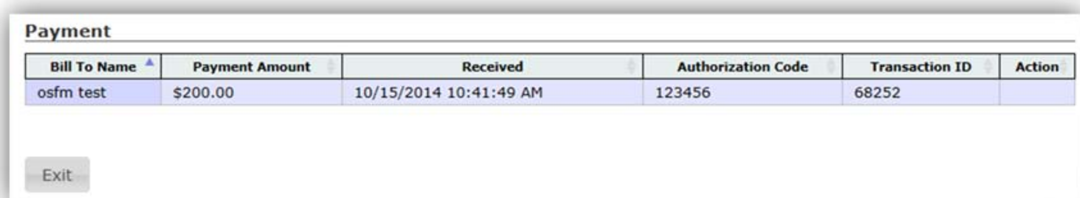


If paying by eCheck, select the radio button for eCheck.

Fill in your banking information and complete the transaction.



Once your payment has been completed on the E-Pay site you will be returned to your application showing the amount posted.



Clicking the Exit button takes you back to the Permit Applications window.

6.2.2 Edit

Application(s) Awaiting Action Start a New Application

Show 10 entries

Facility #	Facility Name	City	Permit Type	Initiated	Submitted	Submitted By	Status	Action
5017273	BP Shop	Taylorville	Removal	2/5/2015		IL009876	Not Submitted	Edit View Delete
5020605	Casey's General Store	Taylorville	Cathodic Protection	2/5/2015		IL009876	Not Submitted	Edit View Delete
5043336	Beck Bus	Taylorville	Cathodic Protection	2/5/2015		IL009876	Not Submitted	Edit View Delete
5017273	BP Shop	Taylorville	Abandon in Place	2/5/2015		IL009876	Not Submitted	Edit View Delete
5017273	BP Shop	Taylorville	Abandon in Place	2/5/2015	2/5/2015 2:06:35 PM	IL009876	Rejected for Additional Information	Edit View
5028446	Circle Steel	Taylorville	Install	2/5/2015		IL009876	Not Submitted	Edit View Delete
5043336	Beck Bus	Taylorville	Abandon in Place	2/4/2015		IL009876	Not Submitted	Edit View Delete
6018586	Alton Memorial Hospital	Alton	Cathodic Protection	2/3/2015		IL009876	Not Submitted	Edit View Delete
6016535	Airline Auto Diagnostics	East Alton	Install	2/3/2015		IL009876	Not Submitted	Edit View Delete
5043336	Beck Bus	Taylorville	Install	2/3/2015	2/4/2015 1:58:29 PM	IL009876	Rejected for Additional Information	Edit View

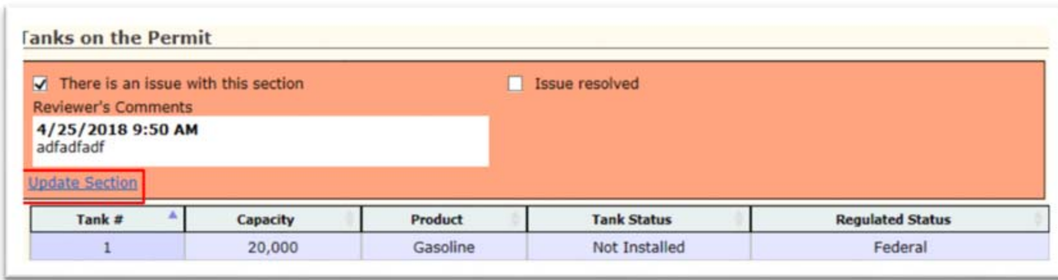
A contractor may edit applications that have a Status of “Not Submitted” or “Rejected for Additional Information”.

To edit on, click on the Edit link in the Action column to open the application.

Only applications that have a Status of “Not Submitted” may be deleted. To delete one that is not needed, click on the Delete link in the Action column.

6.2.3 Rejected for Additional Information

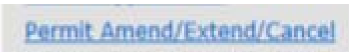
Click on the Edit link in the Action column to open the application that was rejected for additional information. The Permit Application Summary opens. Locate the section highlighted in orange.



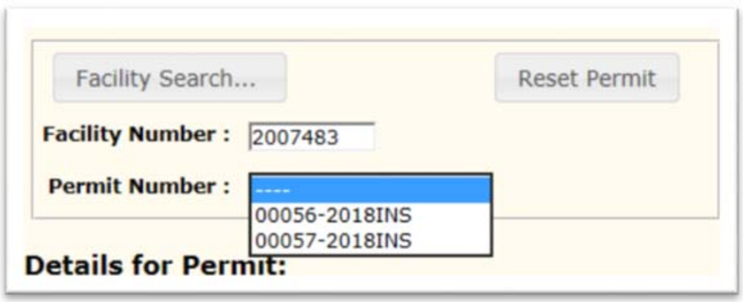
1. When you find the orange colored box having a check mark in front of "There is an issue with this section", click on "Update Section" link. You will be taken to that section's screen to make the needed corrections.
2. Make corrections then check mark "Issue resolved" box and enter a comment.
3. Click on Save & Continue. You will be taken back to the Permit Application Summary window.
4. If there are other sections needing to be corrected/updated, click on the "Update Section" link and complete those.
5. On the Permit Application Summary window, click on the Resubmit Application button.

6.3 Permit Amend / Extend / Cancel

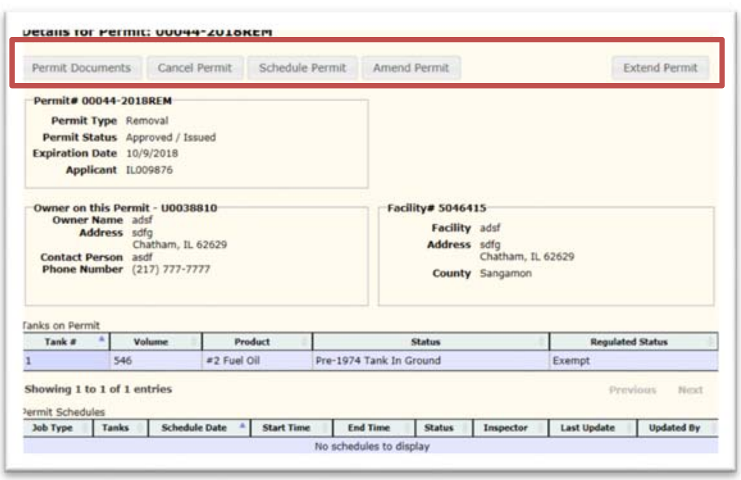
Should a permit need to be amended, extended or canceled, you can use this menu option.



Locate the permit by either searching on the permit number or facility number. If you do know the facility number, you can use the advanced search by clicking on the Facility Search button.

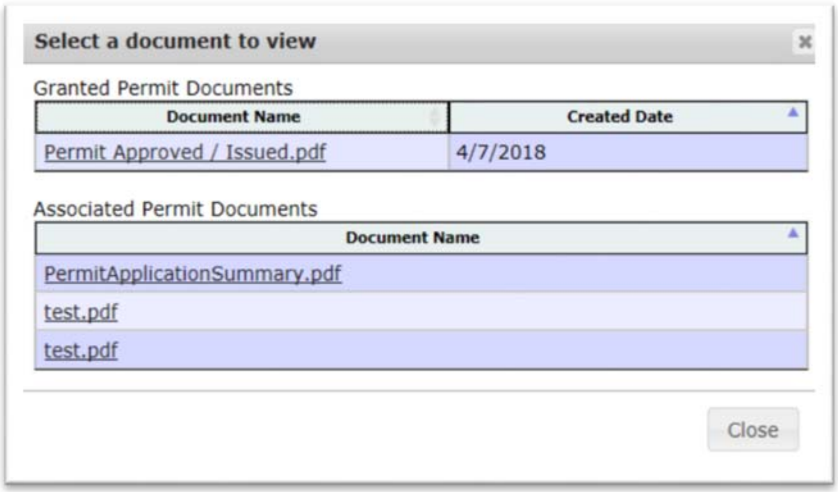


If there are multiple permit numbers, select the one needed from the dropdown list.



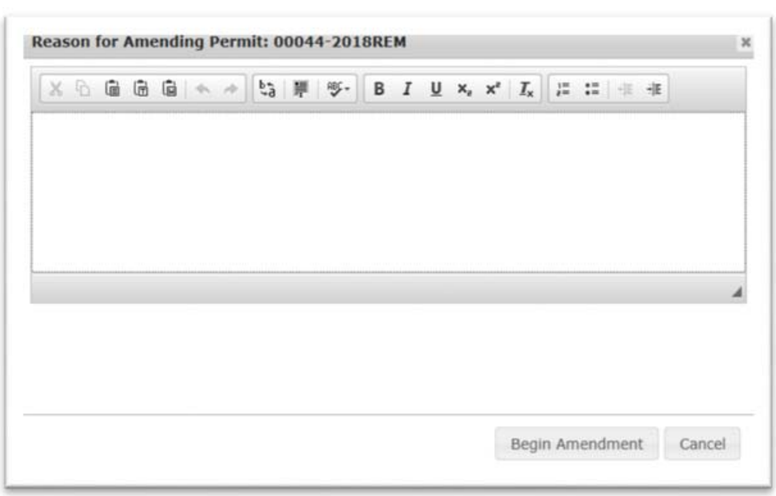
There are multiple buttons for you to choose. Permit Documents, Cancel Permit, Schedule Permit, Amend Permit and Extend Permit. If the permit has expired/been completed you will only see the Permit Documents button.

Permit Documents: You can review the permit's documents by clicking on the Permit Documents button.



Permit documents that were uploaded during the creation of the application and the permit itself are saved as PDF files. Click on the document link. Depending on what browser you are using you may be asked to open/save.

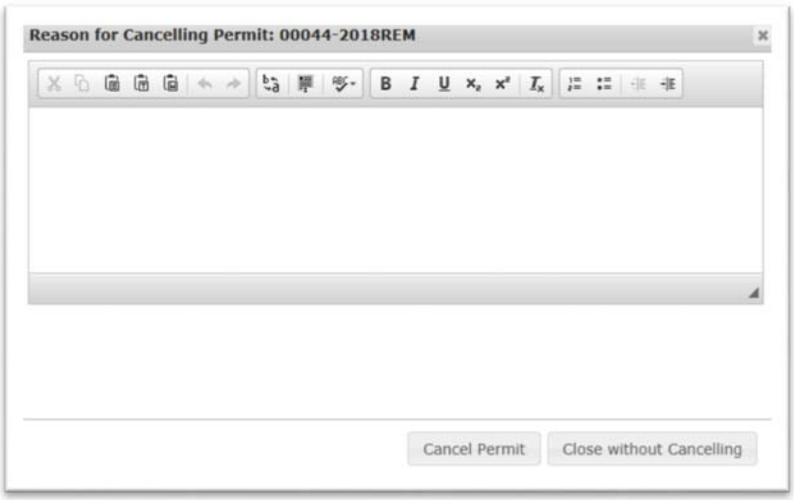
Extend Permit: Selecting the Extend Permit option will take you to the Payment – Extension screen. Choose the method of payment and follow the instructions on the screen.



Amend Permit: Enter the reason for amending the permit. Click on the Begin Amendment button.

You will be taken to the Facility and Owner Details where you can make any changes if needed. Click on the Save and Continue button.

You will be 'walked' through the application the same as you were when it was first submitted, with the exception of the payment. Make the necessary changes and click on the Resubmit button.



Cancel Permit: Enter the reason for canceling the permit. Click on the Cancel Permit button.

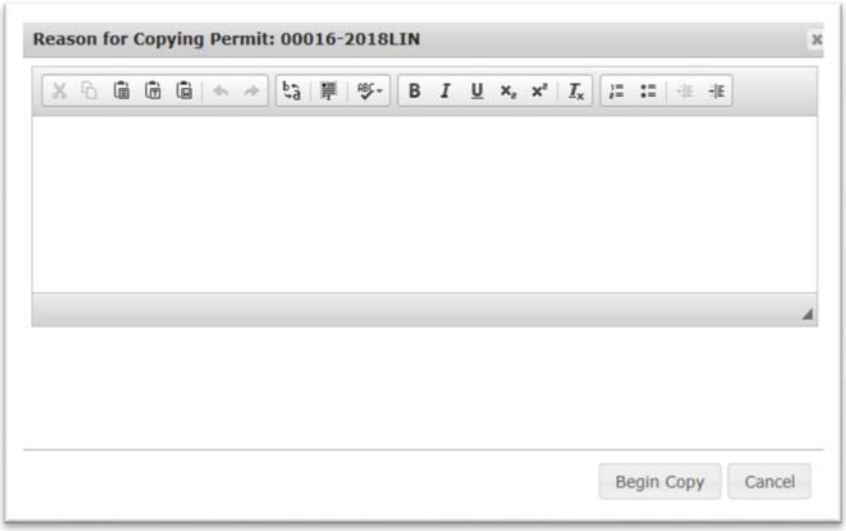
Schedule Permit: The Schedule Permit will open the Schedule Permit window where you can create schedules for the permit. You can also Cancel the permit and schedules from this window. Instructions for scheduling further on in this document.

6.4 Replacement of Permit

The Replacement of Permit allows you to apply for a 'copy' of an existing permit that has expired or been canceled.

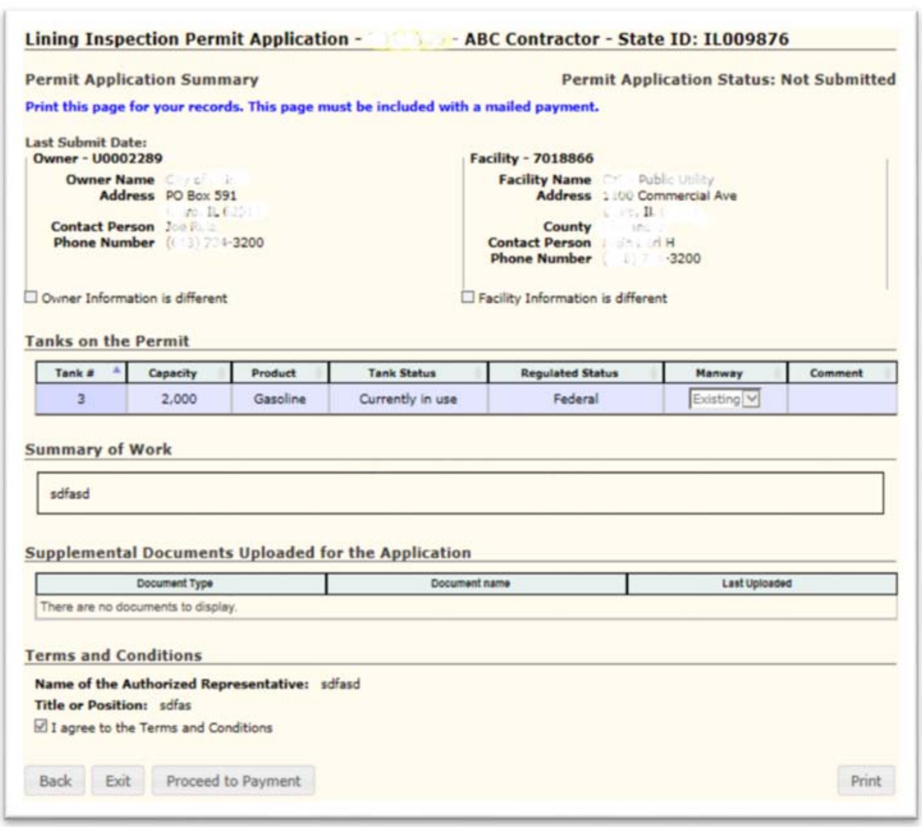
Search for the permit by Facility Number or Permit Number.

Click on the Replacement Permit button.



Enter the reason for needing to replace the permit and click the Begin Copy button.

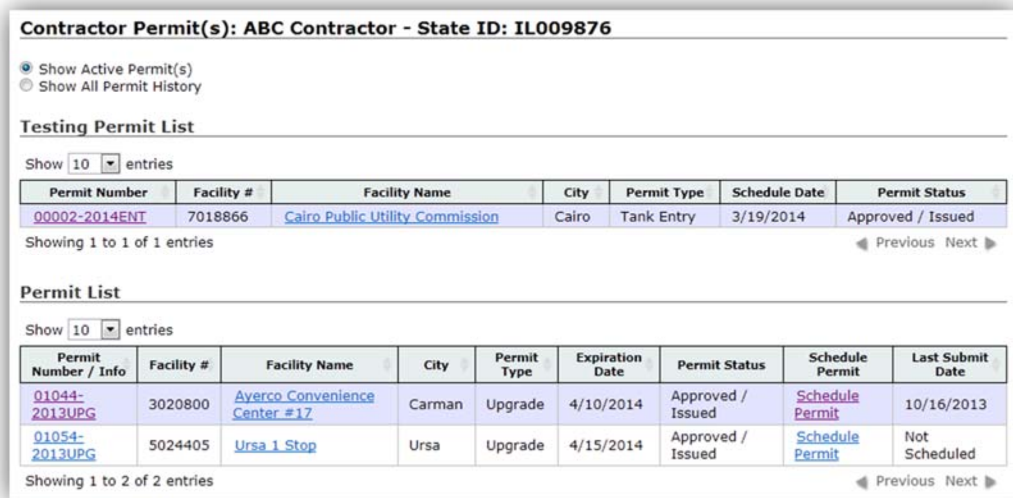
The Permit Application Summary window will be opened for you to view.



Click on the Proceed to Payment button and follow the instructions.

6.5 PERMIT LIST

The permit list displays 2 lists of permits. It displays a list of permits where the contractor was designated as the contractor performing the precision test and it displays a list of permits the contractor has applied for at OSFM.



Contractor Permit(s): ABC Contractor - State ID: IL009876

Show Active Permit(s)
Show All Permit History

Testing Permit List

Show 10 entries

Permit Number	Facility #	Facility Name	City	Permit Type	Schedule Date	Permit Status
00002-2014ENT	7018866	Cairo Public Utility Commission	Cairo	Tank Entry	3/19/2014	Approved / Issued

Showing 1 to 1 of 1 entries   Previous Next

Permit List

Show 10 entries

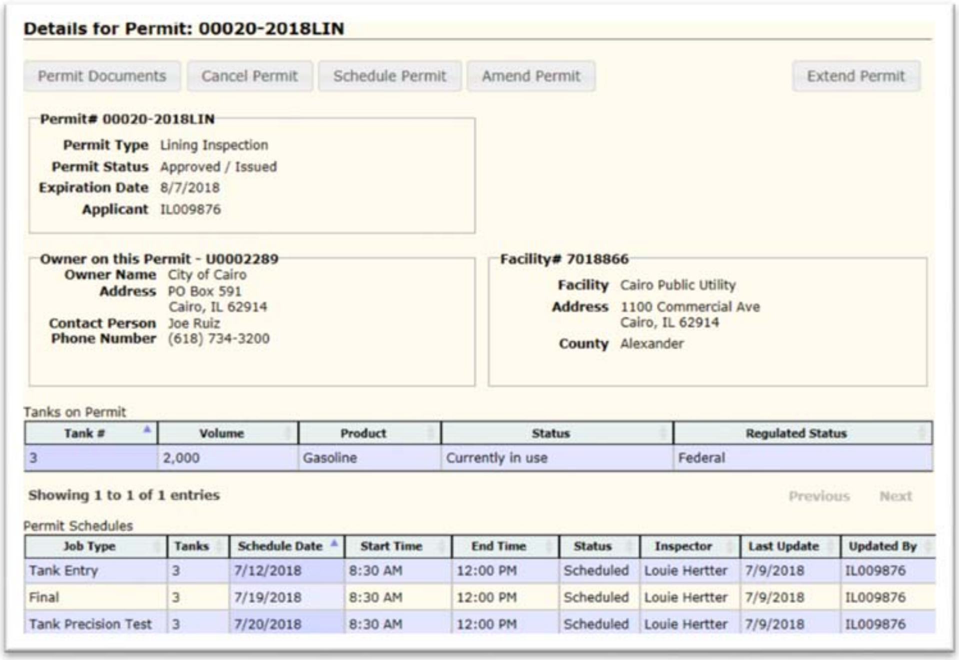
Permit Number / Info	Facility #	Facility Name	City	Permit Type	Expiration Date	Permit Status	Schedule Permit	Last Submit Date
01044-2013UPG	3020800	Averco Convenience Center #17	Carman	Upgrade	4/10/2014	Approved / Issued	Schedule Permit	10/16/2013
01054-2013UPG	5024405	Ursa 1 Stop	Ursa	Upgrade	4/15/2014	Approved / Issued	Schedule Permit	Not Scheduled

Showing 1 to 2 of 2 entries   Previous Next

There are a number of useful links on the page.

- Permit Number / Info hyperlink – will bring up the permit details.
- Schedule Permit hyperlink – will allow the permit to be scheduled.
- Facility Name hyperlink – will bring up the facility location on a map.

6.5.1 Permit Number Info/Details



Details for Permit: 00020-2018LIN

Permit Documents | Cancel Permit | Schedule Permit | Amend Permit | Extend Permit

Permit# 00020-2018LIN

Permit Type Lining Inspection
Permit Status Approved / Issued
Expiration Date 8/7/2018
Applicant IL009876

Owner on this Permit - U0002289

Owner Name City of Cairo
Address PO Box 591
Cairo, IL 62914
Contact Person Joe Ruiz
Phone Number (618) 734-3200

Facility# 7018866

Facility Cairo Public Utility
Address 1100 Commercial Ave
Cairo, IL 62914
County Alexander

Tanks on Permit

Tank #	Volume	Product	Status	Regulated Status
3	2,000	Gasoline	Currently in use	Federal

Showing 1 to 1 of 1 entries   Previous   Next

Permit Schedules

Job Type	Tanks	Schedule Date	Start Time	End Time	Status	Inspector	Last Update	Updated By
Tank Entry	3	7/12/2018	8:30 AM	12:00 PM	Scheduled	Louie Hertter	7/9/2018	IL009876
Final	3	7/19/2018	8:30 AM	12:00 PM	Scheduled	Louie Hertter	7/9/2018	IL009876
Tank Precision Test	3	7/20/2018	8:30 AM	12:00 PM	Scheduled	Louie Hertter	7/9/2018	IL009876

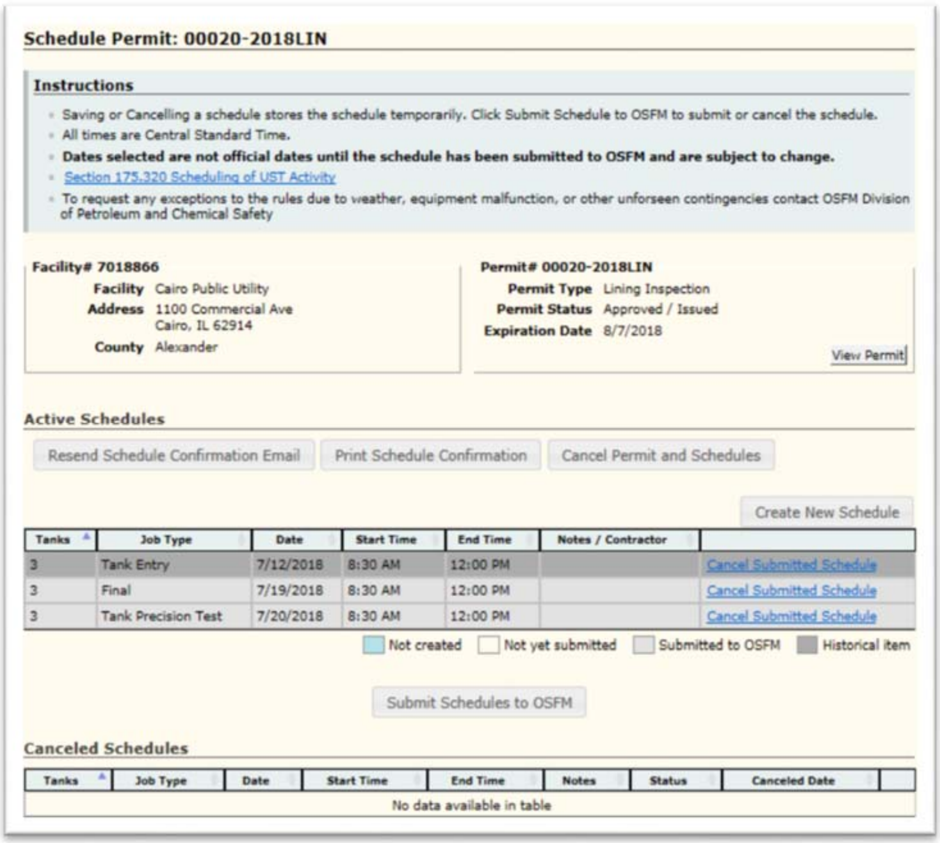
The permit detail screen displays additional details about the permit. It shows the facility, address, permit status, permit expiration date and the tanks on the permit. If the permit has been scheduled it will also show the scheduled jobs below the tanks in the Permit Schedules section.

Click the View Permit button to see a pdf copy of the permit. If there have been extensions granted, there will be a list of multiple permits displayed.

Click the Schedule Permit button to schedule the permitted jobs.

6.5.2 Permit Scheduling

A permit may be scheduled by clicking the Schedule Permit hyperlink located on the Permit List screen or the Schedule Permit button on the Permit Detail Screen.



Schedule Permit: 00020-2018LIN

Instructions

- Saving or Cancelling a schedule stores the schedule temporarily. Click Submit Schedule to OSFM to submit or cancel the schedule.
- All times are Central Standard Time.
- **Dates selected are not official dates until the schedule has been submitted to OSFM and are subject to change.**
- Section 175.320 Scheduling of UST Activity
- To request any exceptions to the rules due to weather, equipment malfunction, or other unforseen contingencies contact OSFM Division of Petroleum and Chemical Safety

Facility# 7018866
Facility Cairo Public Utility
Address 1100 Commercial Ave
Cairo, IL 62914
County Alexander

Permit# 00020-2018LIN
Permit Type Lining Inspection
Permit Status Approved / Issued
Expiration Date 8/7/2018
View Permit

Active Schedules

Resend Schedule Confirmation Email | Print Schedule Confirmation | Cancel Permit and Schedules

Create New Schedule

Tanks	Job Type	Date	Start Time	End Time	Notes / Contractor	
3	Tank Entry	7/12/2018	8:30 AM	12:00 PM		Cancel Submitted Schedule
3	Final	7/19/2018	8:30 AM	12:00 PM		Cancel Submitted Schedule
3	Tank Precision Test	7/20/2018	8:30 AM	12:00 PM		Cancel Submitted Schedule

Not created | Not yet submitted | Submitted to OSFM | Historical item

Submit Schedules to OSFM

Canceled Schedules

Tanks	Job Type	Date	Start Time	End Time	Notes	Status	Canceled Date	
No data available in table								

The permit schedule screen provides information about the permit and allows the contractor to schedule permitted activities. Some of the information provided is the number of revisions to the permit schedules, the earliest date work may begin on the permit, and the expiration date of the permit.

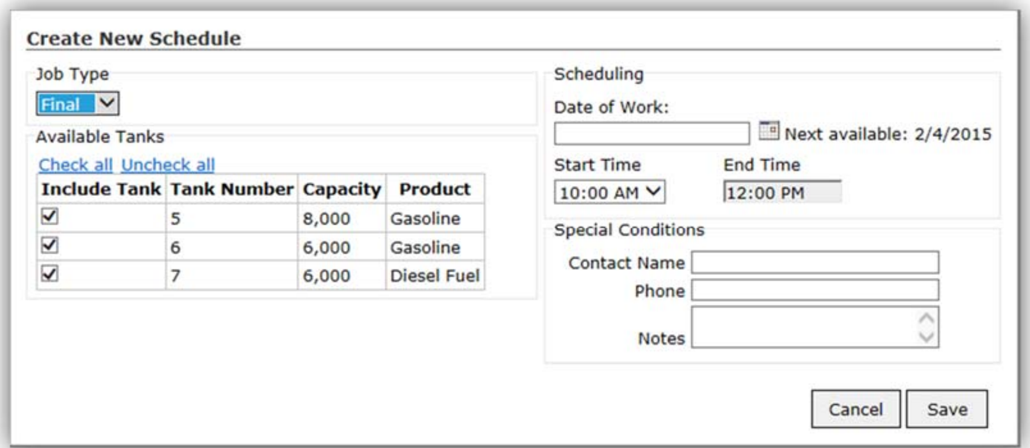
The Active Schedules table lists the scheduled permitted activities. The table defaults to a list of the activities to be scheduled for the permit. As activities are scheduled the default activities are replaced with the scheduled activities.

Click on the Resend Schedule Confirmation Email to resend the confirmation.

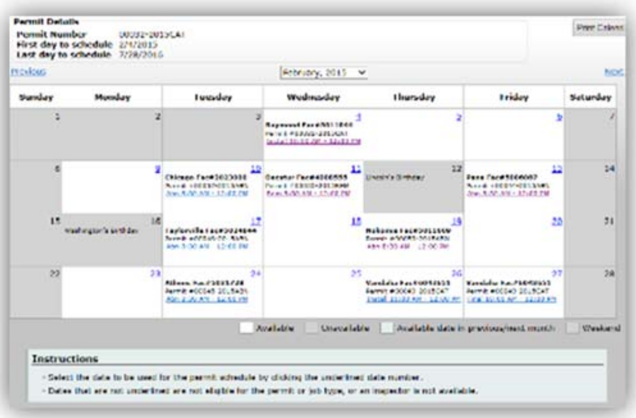
Click on the Print Schedule Confirmation to print the confirmation.

To cancel the Permit and Schedules, click on the Cancel Permit and Schedules button. You will be asked for a reason. Enter a reason and click on the Cancel Permit button.

Click the Create New Schedule button, or the Create link on the activity, to create a schedule for a permitted activity. The Create New Schedule window will open to allow you to select a date that is open by clicking on the calendar icon next to Date of Work:



For each new activity the permitted tanks which will be worked on in the activity must be selected. By default all permitted tanks are included. Click the check box next to each tank to select or unselect the tank. There is also a Select All button which will select all the permitted tanks.



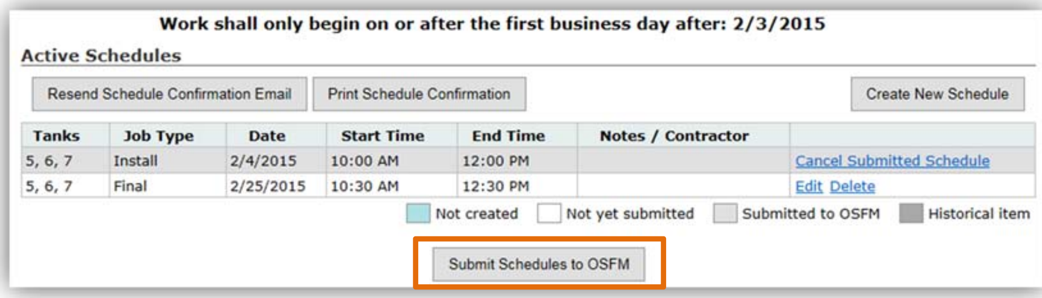
The permitted activity Job Type must also be selected.

A calendar will open showing which days have scheduled jobs. The days are color coded showing Available, Unavailable, Available date in previous/next month and Weekend. You can move through the calendar using Next and Previous links. To set the date, click on the day/number link. The calendar will close allowing you to set the Start Time.

The month shown in the window may be printed out using the Print Calendar button.

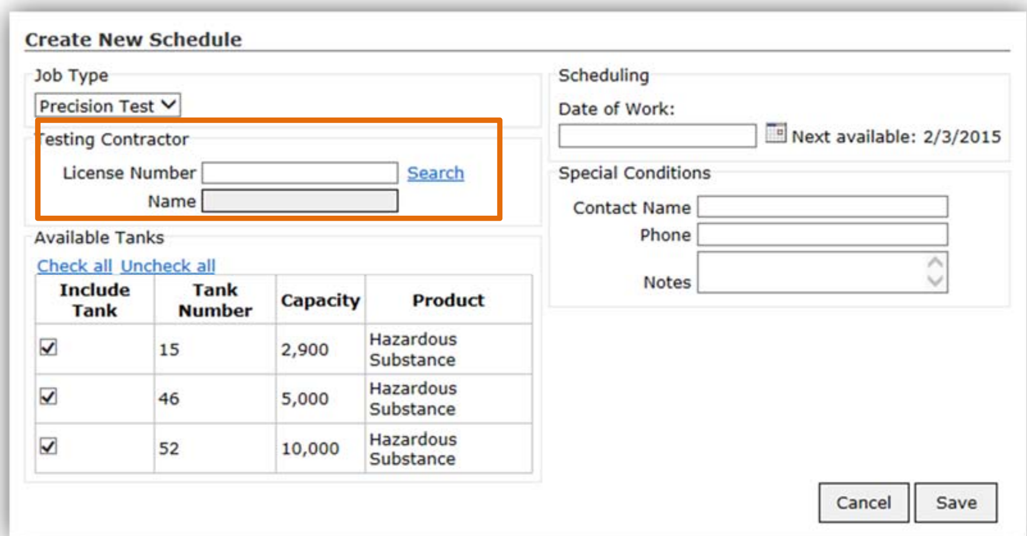
Set the Start Time when needed and Contact information, if needed, and click on **Save**.

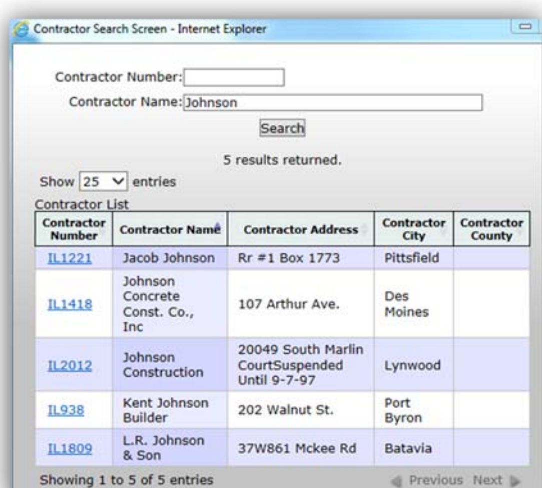
To finish submitting the schedule to OSFM, click the **Submit Schedule to OSFM** button. Clicking this button makes the schedule official and affects the revision count if a schedule is changed.



The Cancelled Permit Schedules section shows a list of previously submitted scheduled activities which have been cancelled for this permit.

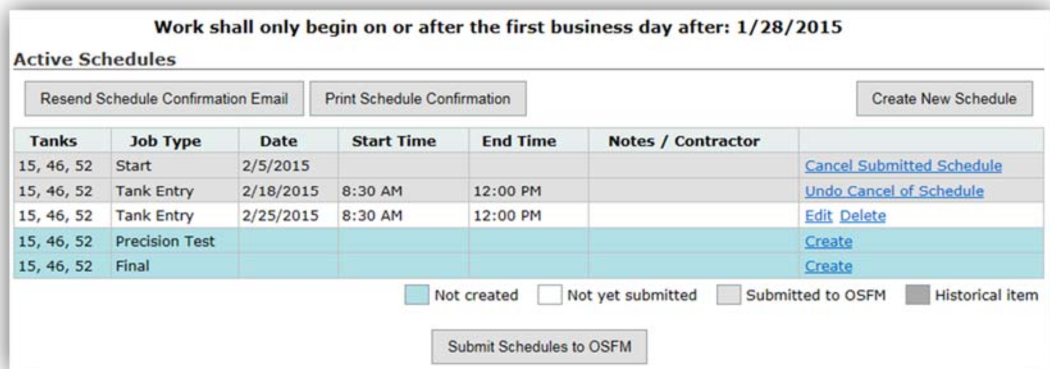
Tank test activities require a testing licensed contract to perform. Before the activity may be scheduled the testing contractor has to be listed. This may be done by entering the contractor license number or searching for the contractor.





To search for a contractor, click on the Search link. Enter either the Contractor Number (state license number) or Contractor Name and click Search.

If the search is done on name, there may be multiple contractors returned. Click on the contractor number to select the contractor performing the testing. The License Number and Name fields are filled with the selected contractor.


Work shall only begin on or after the first business day after: 1/28/2015

Active Schedules

Resend Schedule Confirmation Email | Print Schedule Confirmation | Create New Schedule

Tanks	Job Type	Date	Start Time	End Time	Notes / Contractor	
15, 46, 52	Start	2/5/2015				Cancel Submitted Schedule
15, 46, 52	Tank Entry	2/18/2015	8:30 AM	12:00 PM		Undo Cancel of Schedule
15, 46, 52	Tank Entry	2/25/2015	8:30 AM	12:00 PM		Edit Delete
15, 46, 52	Precision Test					Create
15, 46, 52	Final					Create

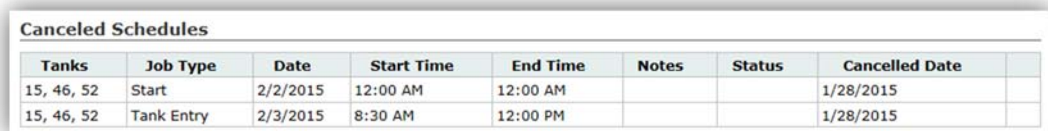
Not created | Not yet submitted | Submitted to OSFM | Historical item

Submit Schedules to OSFM

Clicking Delete will delete the saved schedule so it will not be submitted to OSFM. Clicking Edit allows the saved schedule to be modified.

Click Submit Schedule to OSFM to submit the schedule to OSFM. Note: Not every activity has to be scheduled before submitting the schedules to OSFM.

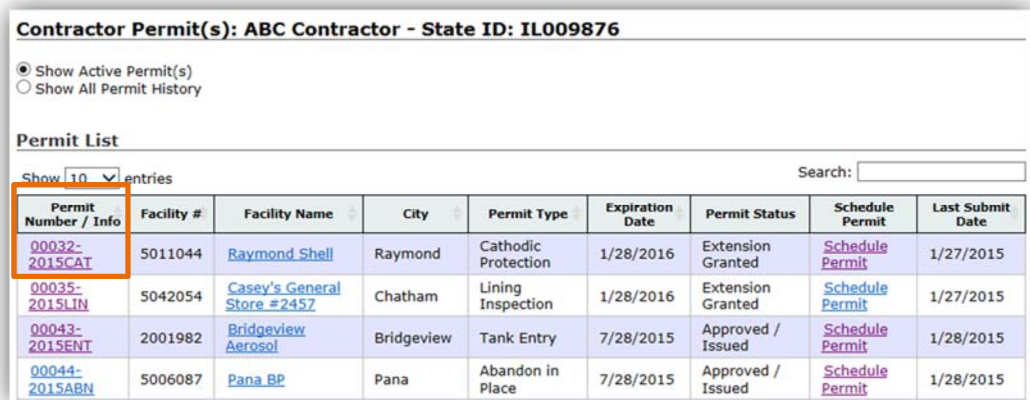
Submitted scheduled activities may be cancelled by clicking cancel. When clicked the activity moves to the Cancelled Permit Schedules list. It may be restored (uncancelled) until the Submit Schedule button is clicked. Schedules may be cancelled individually or in groups. Once the Submit Schedule button is clicked, the group of cancelled schedules submitted count towards the number of schedule revisions available for the permit.


Canceled Schedules

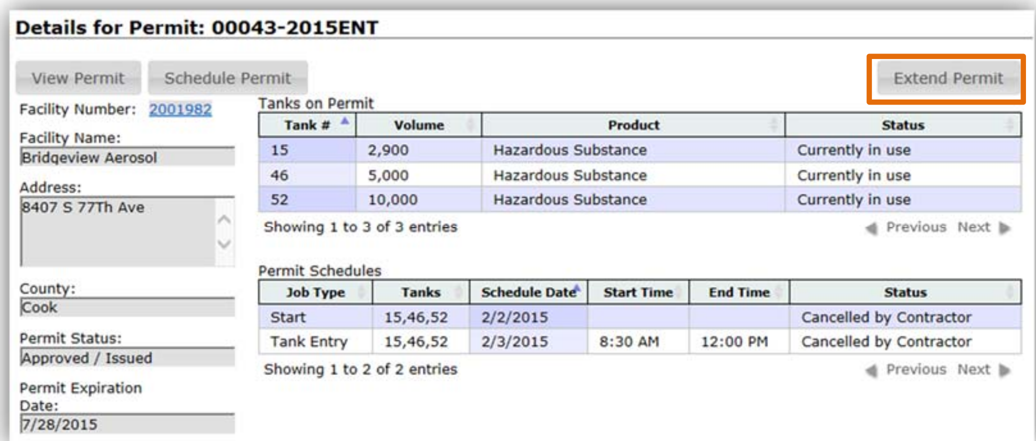
Tanks	Job Type	Date	Start Time	End Time	Notes	Status	Cancelled Date
15, 46, 52	Start	2/2/2015	12:00 AM	12:00 AM			1/28/2015
15, 46, 52	Tank Entry	2/3/2015	8:30 AM	12:00 PM			1/28/2015

5.4.3 Permit Extensions

A permit may be extended by clicking the Permit Number / Info hyperlink located on the Permit List screen.

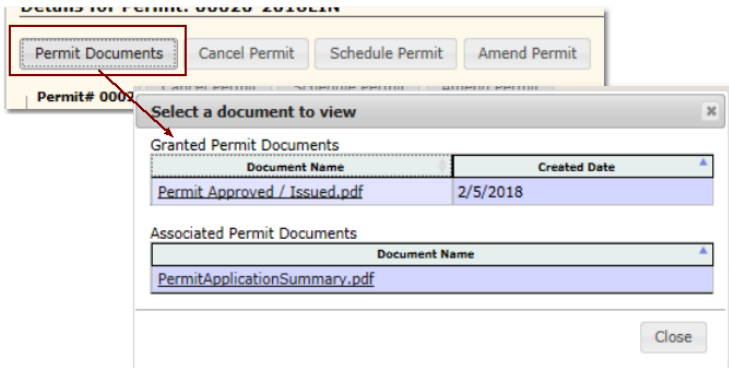


The Details for Permit window will open. Click on the Extend Permit button located in the upper right corner.

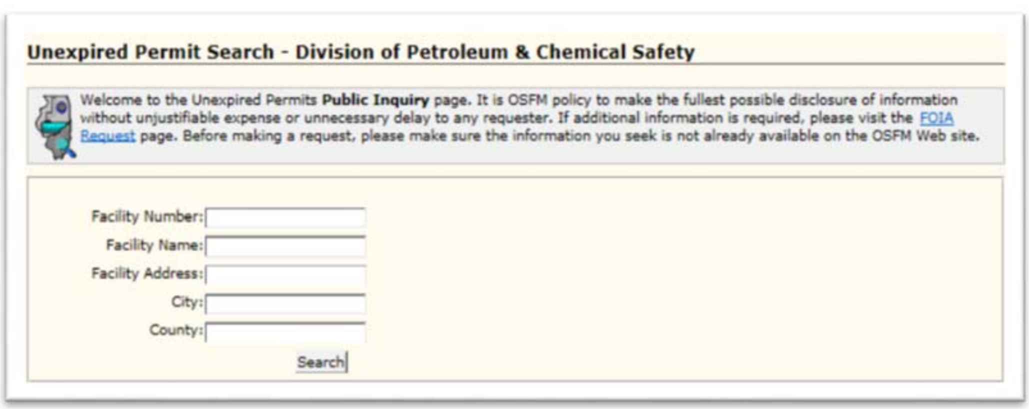


The Payment – Extension window opens. Select Pay Online to make the extension payment online or Mail Payment to mail it in. Follow the instructions for making a payment in section 4.3.1.9. Once the payment has been posted, the extension will show on the Permit list with a Permit Status of “Extension Granted”.

To view the permits from the scheduling window click on the “View Permit” button. Listed will be the original permit along with each extension that has been granted. Each one in the list is a link to its corresponding permit which is in pdf format for you to download or print. Click on the document and you will be asked to Open or Save the file. Selecting Save will save the file to the Download directory. By default the file is named with the Permit Number. Selecting Save As will allow you to set the directory and file name.



6.6 Unexpired Permit Search

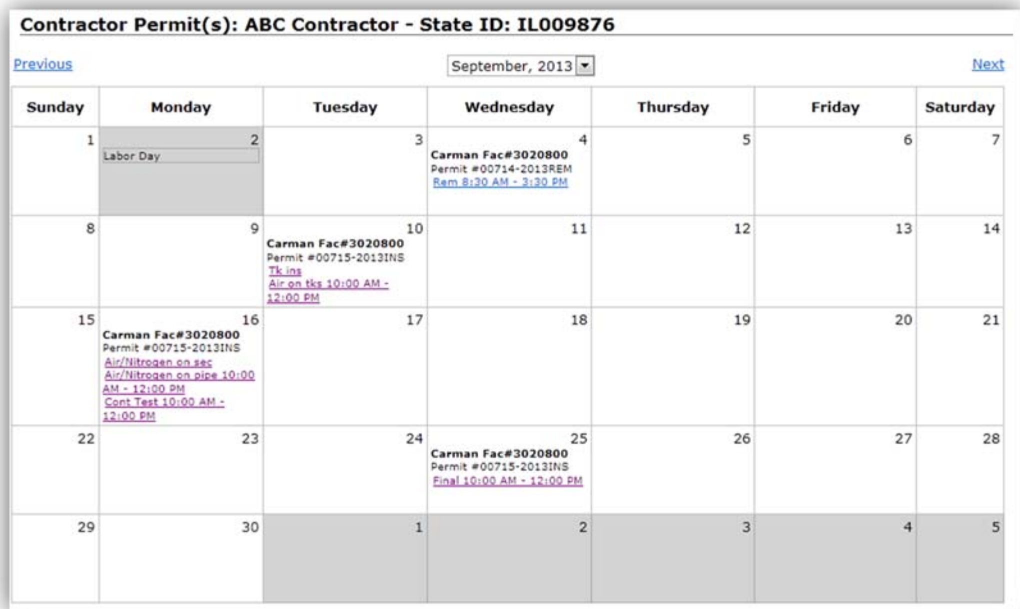


Using the Unexpired Permit Search will take you to the Unexpired Permits Public Inquiry page.

6.7 Job Schedule Calendar

The Job Schedule Calendar provides a monthly view of permitted job schedules and testing job schedules. Clicking on a schedule transfers you to the appropriate screen for the type of schedule.

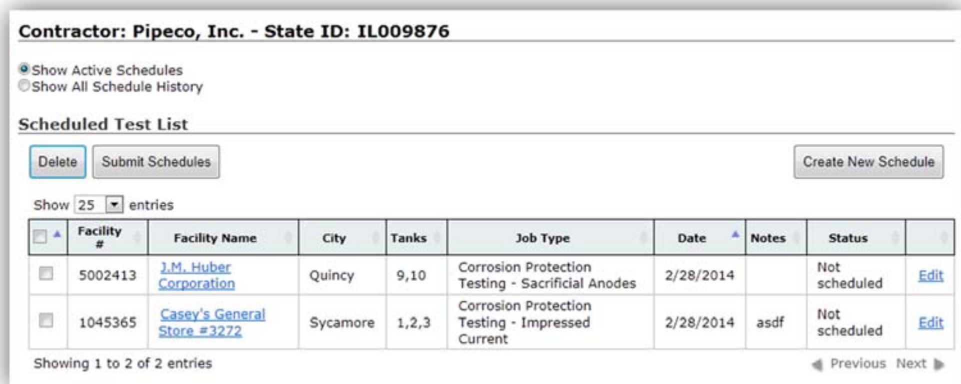
The Next and Previous links allow navigation from one month to the next. Changing the month in the dropdown will display the newly selected month.



Clicking on the link of a scheduled job will open the Details for Permit window. The window allows you to review the job details. Click the Cancel button to close the window and return to the calendar view.

6.8 Test Schedules

Certain activities, even though they are not permitted, are required to be scheduled under 41 ILL, Adm. Code 175.320(d). These non-permitted activities are scheduled on this page and previously entered schedules are displayed. Schedules which have not been submitted to OSFM may be deleted or submitted by selecting the checkbox next to the schedule(s) and clicking the appropriate button. To edit a schedule which hasn't been submitted click on the Edit link. Once a schedule is submitted the only available action is to cancel it. Clicking the Create New Schedule button allows a new schedule to be entered.



Contractor: Pipeco, Inc. - State ID: IL009876

Show Active Schedules
Show All Schedule History

Scheduled Test List

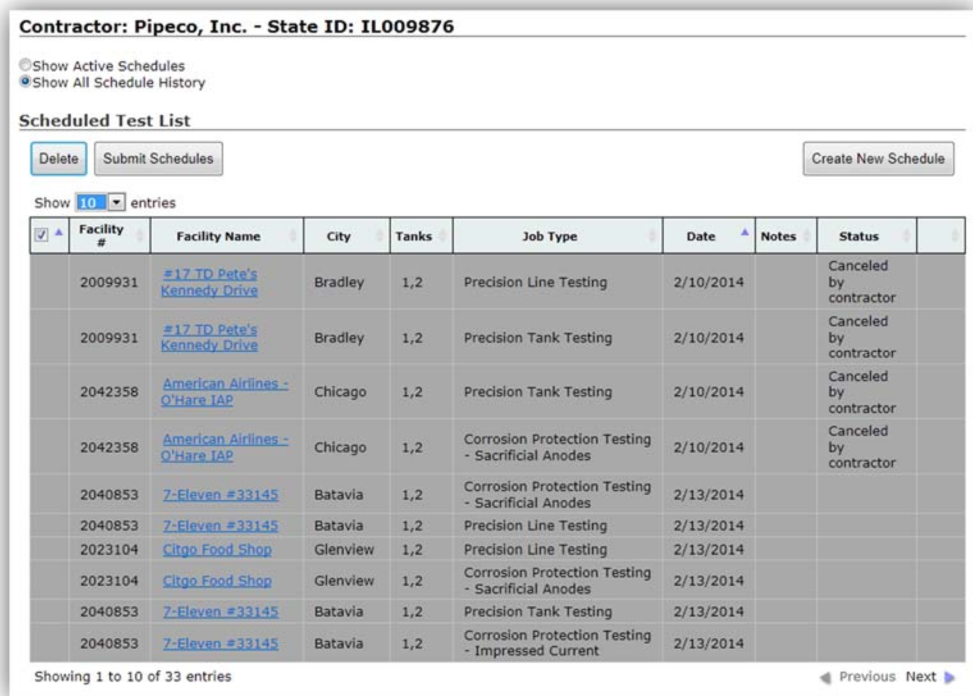
Delete | Submit Schedules | Create New Schedule

Show 25 entries

	Facility #	Facility Name	City	Tanks	Job Type	Date	Notes	Status	
	5002413	J.M. Huber Corporation	Quincy	9,10	Corrosion Protection Testing - Sacrificial Anodes	2/28/2014		Not scheduled	Edit
	1045365	Casey's General Store #3272	Sycamore	1,2,3	Corrosion Protection Testing - Impressed Current	2/28/2014	asdf	Not scheduled	Edit

Showing 1 to 2 of 2 entries — Previous Next

To display the full history of these schedules select the “Show All Schedule History”.



Contractor: Pipeco, Inc. - State ID: IL009876

Show Active Schedules
Show All Schedule History

Scheduled Test List

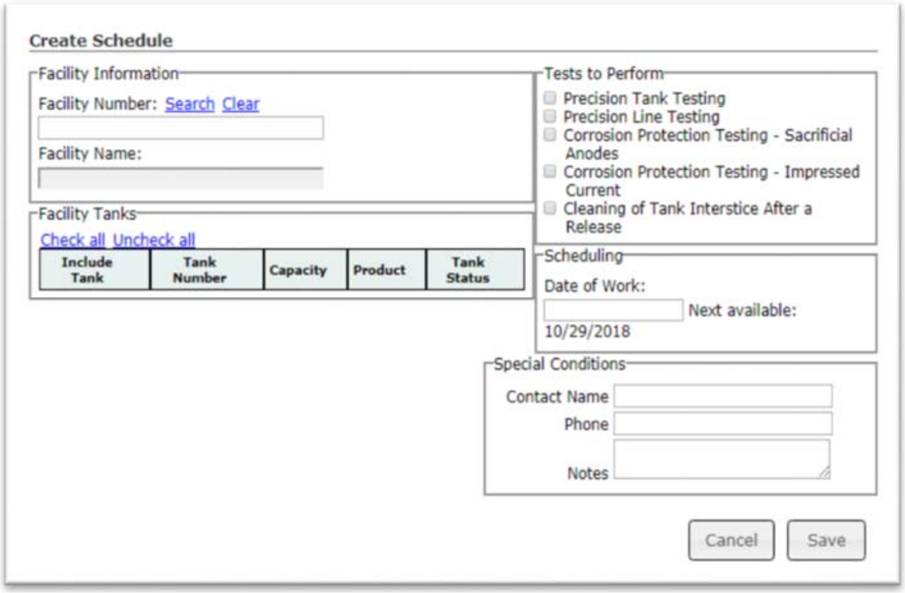
Delete | Submit Schedules | Create New Schedule

Show 10 entries

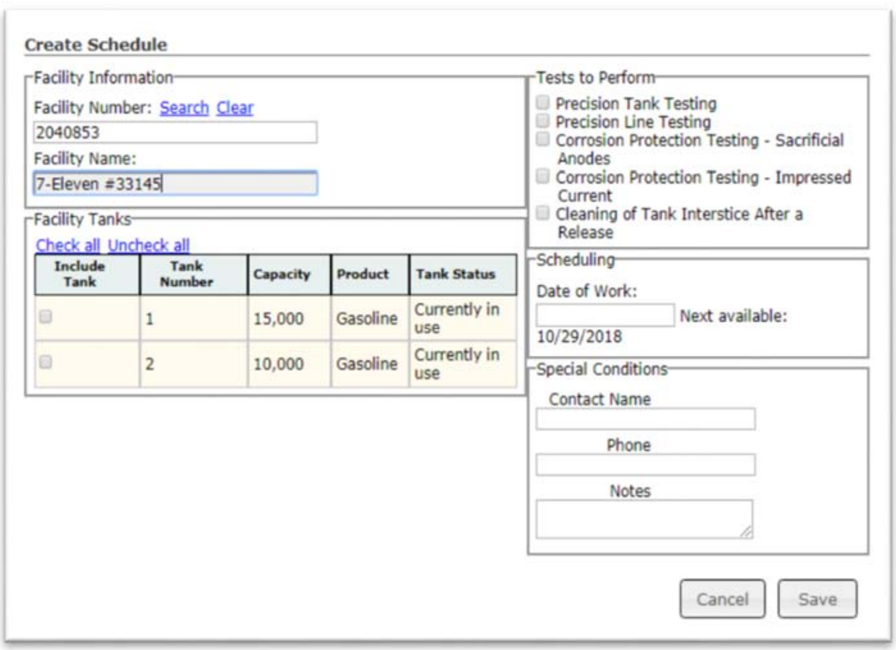
	Facility #	Facility Name	City	Tanks	Job Type	Date	Notes	Status	
	2009931	#17 TD Pete's Kennedy Drive	Bradley	1,2	Precision Line Testing	2/10/2014		Canceled by contractor	
	2009931	#17 TD Pete's Kennedy Drive	Bradley	1,2	Precision Tank Testing	2/10/2014		Canceled by contractor	
	2042358	American Airlines - O'Hare IAP	Chicago	1,2	Precision Tank Testing	2/10/2014		Canceled by contractor	
	2042358	American Airlines - O'Hare IAP	Chicago	1,2	Corrosion Protection Testing - Sacrificial Anodes	2/10/2014		Canceled by contractor	
	2040853	7-Eleven #33145	Batavia	1,2	Corrosion Protection Testing - Sacrificial Anodes	2/13/2014			
	2040853	7-Eleven #33145	Batavia	1,2	Precision Line Testing	2/13/2014			
	2023104	Citgo Food Shop	Glenview	1,2	Precision Line Testing	2/13/2014			
	2023104	Citgo Food Shop	Glenview	1,2	Corrosion Protection Testing - Sacrificial Anodes	2/13/2014			
	2040853	7-Eleven #33145	Batavia	1,2	Precision Tank Testing	2/13/2014			
	2040853	7-Eleven #33145	Batavia	1,2	Corrosion Protection Testing - Impressed Current	2/13/2014			

Showing 1 to 10 of 33 entries — Previous Next

After clicking the Create New Schedule button, the following appears.



To select the facility, type in a facility number and press TAB or click the Search link and select a facility.



Select the tanks involved in the test and the type of test(s) to perform. Multiple tests may be selected if they are to be done on the same day. A schedule will be created for each test type. Enter the date of the test. If there is a contact other than the normal contact enter that information. If there are any special notes about the test enter those as well. Click save to save the schedule. The schedule will have to be submitted before it is official.

7 FACILITY INFORMATION

7.1 Facility Information (UST Search)

8 HELP INFORMATION

8.1 Contractor Information / License Manual

This link will open the user manual that will help contractors view, edit, update their company and contact information. It will also help in managing their employee certifications and the contractors licensing.

8.2 Help Manual

This link will open this document.

8.3 TeamViewer Download

This link will guide you through downloading the TeamViewer should you need help with the PC and/or application.