



U_{SER'S}

M_{ANUAL}

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

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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

OSFM 1-800-244-6610

JD Pryor, Governor / Matt Perez, State Fire Marshal

Sign In

Forms / Applications Facility Information Permits Help Information

Welcome to Petroleum and Chemical Safety: UST Portal

User ID:

Password:

Enter

Forgot Login Credentials? [Retrieve login information](#)

User ID and Password are case sensitive.

This site is compatible with Internet Explorer 11+, [Firefox](#), [Chrome](#), and [Safari](#).

** Public online forms may be accessed under the forms menu or from the list below without logging into the portal. **

Publicly Accessible Applications & Forms

- [Contractor Licensing Applications](#)
- [Eligibility and Deductible Applications](#)
- [Certification of Abandonment-In-Place](#)
- [Certification of Removal](#)
- [Financial Responsibility](#)
- [Site Assessment Results](#)
- [Facility Information \(UST Search\)](#)
- [Unexpired Permit Search](#)

Office of the Illinois State Fire Marshal | OSFM 1-800-244-6610 1025 Stevenson Dr. Springfield, IL 62702 | (217) 785-1020 | [Contact Us](#)

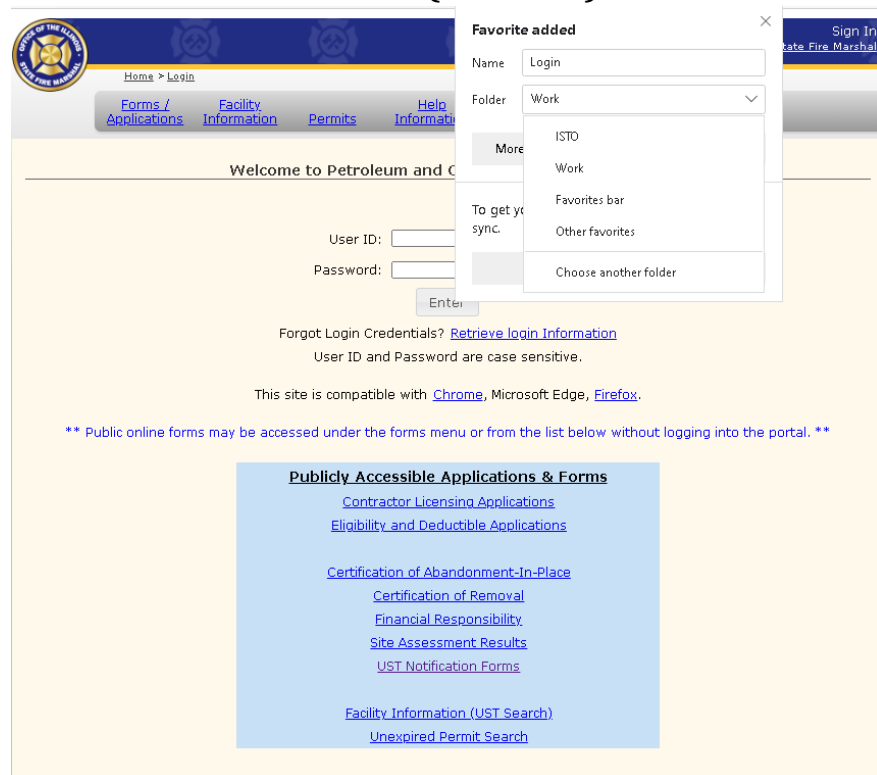
The contractor will be assigned a User ID and Password by the OSFM. The User ID may be changed, but the password must be changed after the initial log in. The User ID and Password are case sensitive. If you forget your User ID or Password, there is a link on the page to retrieve that information.

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:

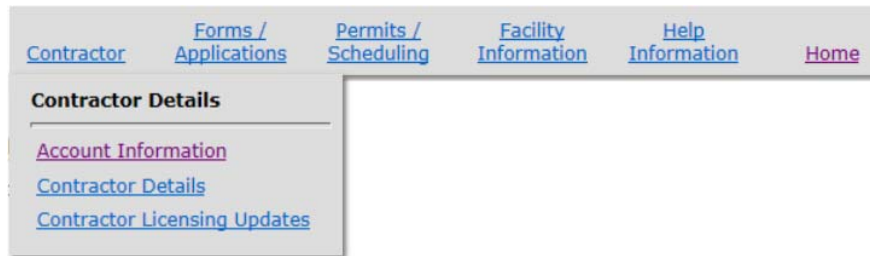
- Change User ID, if desired
- Change the Password (Required)
- Create a Security Question and Answer (Required)
- Add a primary email to the account (Required)

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.

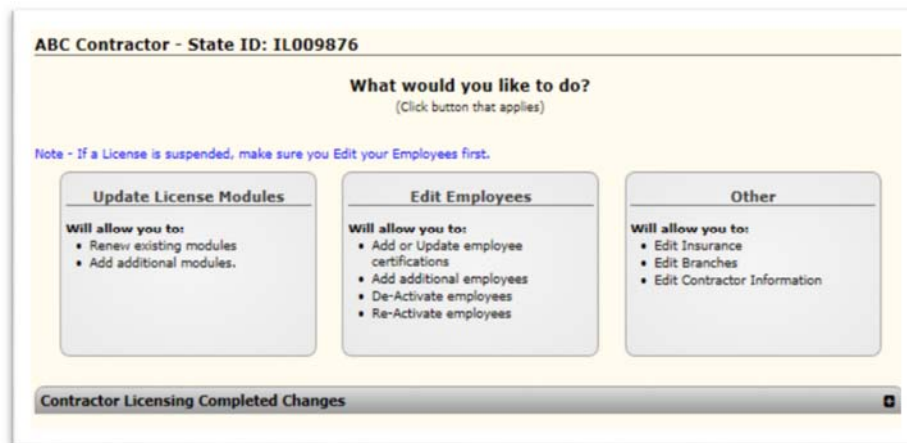
2.3.1 Contractor

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

The screenshot shows a web portal for contractors. At the top, there is a navigation bar with links: Contractor, Forms / Applications, Permits / Scheduling, Facility Information, Help Information, and Home. Below this, the 'Forms / Applications' section is active, displaying a list of links under the heading 'Online Applications'. The links are: Eligibility and Deductible Applications, Online Forms, Annual Leak Detection Certification Test, Certification of Abandonment-In-Place, Certification of Removal, Containment Sump Testing, Drop Fuel Request, Like for Like Replacement, Motor Fuel Dispensing, NOV Extensions, Overfill Prevention Equipment Inspection, Precision-CP Testing Results Report, Site Assessment Results, and UST Notification Forms. To the right of this list, under the heading 'Miscellaneous', there is a link for Forms List. On the left side of the portal, there is a sidebar with a search bar and a list of links: Contractor - St, Contractor Licensing, License change in pr, Contractor Name, Contractor, and License is susp.

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.

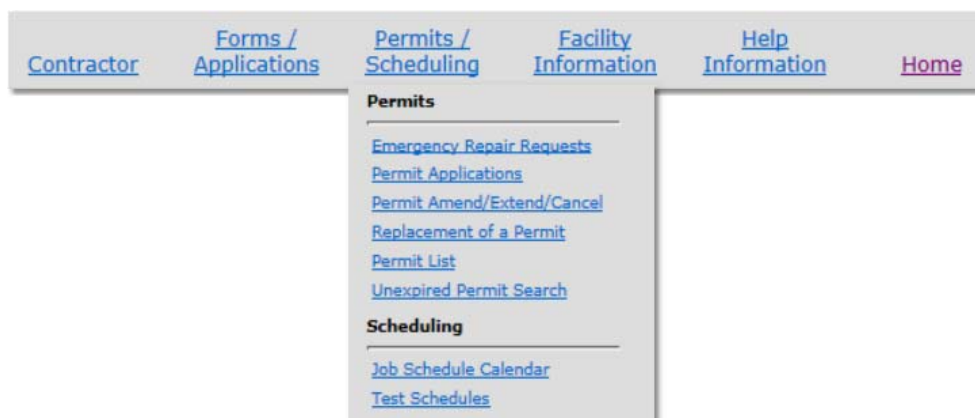
ONLINE FORMS: SITE ASSESSMENT RESULTS is an online form that does not require a contractor account in order to complete and submit the form. See instructions further on in this document.

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.



Underground Storage Tank Contractor Portal User's Manual

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.

A screenshot of a web form titled "Facility Search...". It features a "Reset Permit" button in the top right corner. Below the title, there are two input fields: "Facility Number :" and "Permit Number :".

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.

A screenshot of a web form titled "Facility Search...". It features a "Reset Permit" button in the top right corner. Below the title, there are two input fields: "Facility Number :" and "Permit Number :".

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.

Unexpired Permit Search - Division of Petroleum & Chemical Safety

Welcome to the Unexpired Permits **Public Inquiry** page. It is OSFM policy to make the fullest possible disclosure of information without unjustifiable expense or unnecessary delay to any requester. If additional information is required, please visit the [FOIA Request](#) page. Before making a request, please make sure the information you seek is not already available on the OSFM Web site.

Facility Number:

Facility Name:

Facility Address:

City:

County:

SCHEDULING: JOB SCHEDULE CALENDAR link will take the contractor to a calendar view of their scheduled jobs.

Contractor: ABC Contractor - State ID: IL009876

[Previous](#) July, 2018 [Next](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

☐ Current month
 ☐ Previous/next month
 ☐ Weekend
 ☐ Holiday

Calendar Details:

- Thursday, July 12:** Cairo Fac #7018866 Permit #00020-2018LIN Tank Entry 8:30 AM - 12:00 PM Tank Entry 8:30 AM - 12:00 PM
- Thursday, July 18:** Cairo Fac #7018866 Permit #00020-2018LIN Final 8:30 AM - 12:00 PM Final 8:30 AM - 12:00 PM
- Friday, July 19:** Cairo Fac #7018866 Permit #00020-2018LIN Tank Proc 8:30 AM - 12:00 PM Tank Proc 8:30 AM - 12:00 PM
- Friday, July 20:** Cairo Fac #7018866 Permit #00020-2018LIN Tank Proc 8:30 AM - 12:00 PM Tank Proc 8:30 AM - 12:00 PM

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

Contractor: ABC Contractor - State ID: IL009876

☒ Show Active Schedules
☐ Show All Schedule History

Scheduled Test List

Saving a schedule stores the schedule temporarily. Click Submit Schedules to submit the checked schedule(s) to OSFM.

Show entries

<input checked="" type="checkbox"/>	Facility #	Facility Name	City	Tanks	Job Type	Date	Notes	Status
<input checked="" type="checkbox"/>	5008023	Mac's #154	Taylorville	8, 9	Precision Tank Testing	7/11/2018		Scheduled Cancel
<input checked="" type="checkbox"/>	5008023	Mac's #154	Taylorville	8, 9	Precision Line Testing	7/11/2018		Scheduled Cancel

Showing 1 to 2 of 2 entries


☐ Not yet submitted
 ☐ Submitted to OSFM
 ☐ Historical Item

2.3.4 Facility Information

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

[UST Search](#)
[Contractor Search](#)
[Permit Search](#)
[Disclaimer](#)
[Statistics & Reports](#)
[Help](#)

Division of Petroleum & Chemical Safety


 Welcome to the UST Public Inquiry page. It is OSFM policy to make the fullest possible disclosure of information without unjustifiable expense or unnecessary delay to any requester. If additional information is required, please visit the [FOIA Request](#) page. Before making a request, please make sure the information you seek is not already available on the OSFM Web site.

Facility Number:
 Facility Name:
 Facility Street Address:
 Facility City:
 Exact Match on City: ☐
 Facility Zip Code:
 Facility County:
 Facility Owner:
 Last Name or Business Name:
 Facility Ownership Type:
 Motor Fuel Type:
 Tank Product:
 IEMA Number:
 ex. 02-1234 (yr.number)
 Permit Number:

Facility Status:
 All
 Active
 Closed
 Exempt
 Inactive
 Inactive/Heating Oil
 Not Installed
 Not Registered
 Orphan Facility

Facility Type:

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:

Office of the Illinois State Fire Marshal

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

Showing 1 to 3 of 3 entries

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

Account Management: ABC Contractor - State ID: IL009876

Account Information

User ID

State ID

Password

◆ Password must be 8-64 characters with at least 1 letter and 1 number

New Password

Verify Password

Security Question

Security Question

Answer

Security Question: Used to retrieve account password if lost or forgotten.
Samples:
◆ What was your high school mascot?
◆ What is your father's middle name?
◆ What was the color of your first car?

Email Address

◆ Email Addresses: Will be used to send communications. Changed email addresses will be verified, so make sure the emails are valid.

Type	Email	Activated	Action
Primary Email	IL009876@asdf.com	Activated	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Primary Email	SomeUser@osfm.com	Activated	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Additional Signon IDs

◆ To add an Additional Signon, click the Add button.

User ID	Branch	Email	Acct Status	Action
IL0098769		test@msfv.com	Active	<input type="button" value="Edit"/>
yahoo123		wed@wed.com	Active	<input type="button" value="Edit"/>
Johnny01			Active	<input type="button" value="Edit"/>

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

Contractor Information - Status: Active
License Number IL009876
Last name/Company ABC Contractor
Address 123 Any St.
Springfield, IL 62703
FEIN # 12-3456789
Status Date 5/30/2018
Phone Numbers

Type	Number	Ext
Home	(217) 789-5555	

Contact Information
First Name Tom
Last Name Jones
Email test@test.com
Phone Numbers

Type	Number	Ext
Mobile	(217) 445-2222	

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

Active Branches

View History

ABC Branch
234 Any St.
Peoria, IL 62622
Active - 3/26/2018
Branch Modules:

Module	ExpirationDate	
Cathodic Protection	5/22/2020	Certificate
Reline	7/1/2020	Certificate

Showing 1 to 2 of 2 entries

Previous Next

Insurance

View History

Company	Policy Number	Effective Date	Expiration Date	
testaest	456	1/8/2018	1/8/2019	00003-2017BLK

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.

ABC Contractor - State ID: IL009876

What would you like to do?
(Click button that applies)

Note - If a License is suspended, make sure you Edit your Employees first.

Update License Modules

Will allow you to:

- Renew existing modules
- Add additional modules.

Edit Employees

Will allow you to:

- Add or Update employee certifications
- Add additional employees
- De-Activate employees
- Re-Activate employees

Other

Will allow you to:

- Edit Insurance
- Edit Branches
- Edit Contractor Information

Contractor Licensing Completed Changes

Search:

Contractor Name	Email	Access Code	Status	Status Date	Type	Action
ABC Contractor	asdf@asdf.com	A1R1I5	Issued	5/27/2017	Employee	View
ABC Contractor	asdf@asdf.com	NB34E8	Issued	7/27/2017	Insurance	View
ABC Contractor	asdf@asdf.com	F6P8H4	Issued	1/3/2018	Employee	View
ABC Contractor	asdf@asdf.com	U1D6U2	Issued	12/21/2017	Employee	View
ABC Contractor	asdf@asdf.com	C4H4R8	Issued	12/22/2017	Employee	View

Showing 1 to 5 of 14 entries

Previous **1** 2 3 Next

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

Online Applications	Miscellaneous
Eligibility and Deductible Applications	Forms List
Online Forms	
Annual Leak Detection Certification Test	
Certification of Abandonment-In-Place	
Certification of Removal	
Containment Sump Testing	
Drop Fuel Request	
Like for Like Replacement	
Motor Fuel Dispensing	
NOV Extensions	
Overfill Prevention Equipment Inspection	
Precision-CP Testing Results Report	
Site Assessment Results	
UST Notification Forms	

5.1 ONLINE APPLICATIONS

5.1.1 Eligibility and Deductible Applications

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

Eligibility and Deductible Application Form

[Instruction Guide](#)

This site allows underground storage tank owners and operators planning to seek reimbursement of corrective action costs from the Underground Storage Tank Fund to submit an online application. In order to use the online application system, you must provide an email address associated with the applicant submitting this application. 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 Application to be mailed.

Please save the Access Code, it is required to re-open the application if you close the browser. (The access code will appear at the top of the page and will be e-mailed after the applicant information is saved on the next page)

Start a New Application

You can search for an application 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 Application

This site is compatible with Internet Explorer 11+, [Firefox](#), [Chrome](#), and [Safari](#).

5.2 ONLINE FORMS

Form(s) Awaiting Action From You (1)

Being Reviewed by OSFM (0)

Approved Forms (1)

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

Annual Leak Detection Certification Test Forms

Start New Annual Leak Detection Certification Test Form

Form(s) Awaiting Action From You (0)

Search:

Email	Facility	Facility#	Status	Start Date	Action
No data available in table					

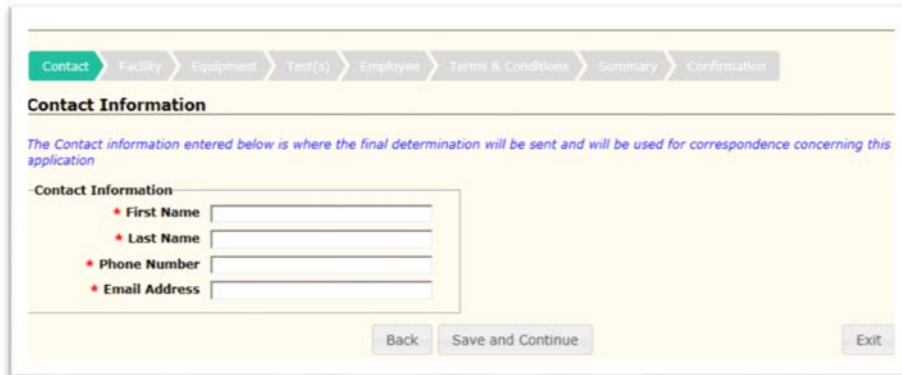
Showing 0 to 0 of 0 entries Previous Next

Being Reviewed by OSFM (1)

Approved Applications (4)

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.



Contact Facility Equipment Test(s) Employee Terms & Conditions Summary Confirmation

Contact Information

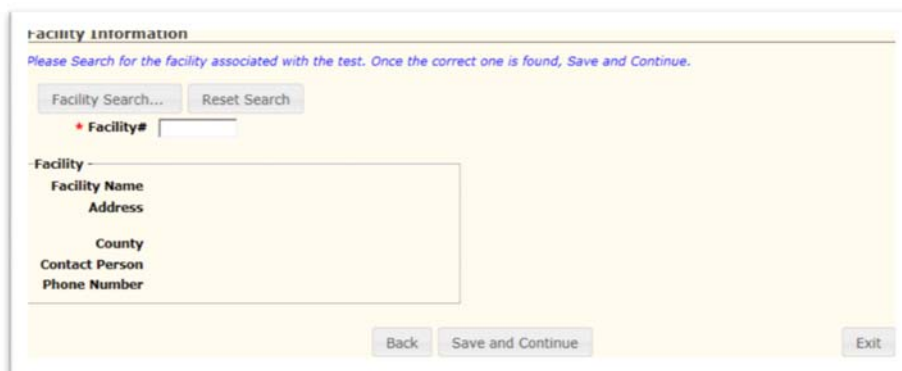
The Contact information entered below is where the final determination will be sent and will be used for correspondence concerning this application

Contact Information

- * First Name
- * Last Name
- * Phone Number
- * Email Address

Back Save and Continue Exit

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



Facility Information

Please Search for the facility associated with the test. Once the correct one is found, Save and Continue.

Facility Search... Reset Search

* Facility#

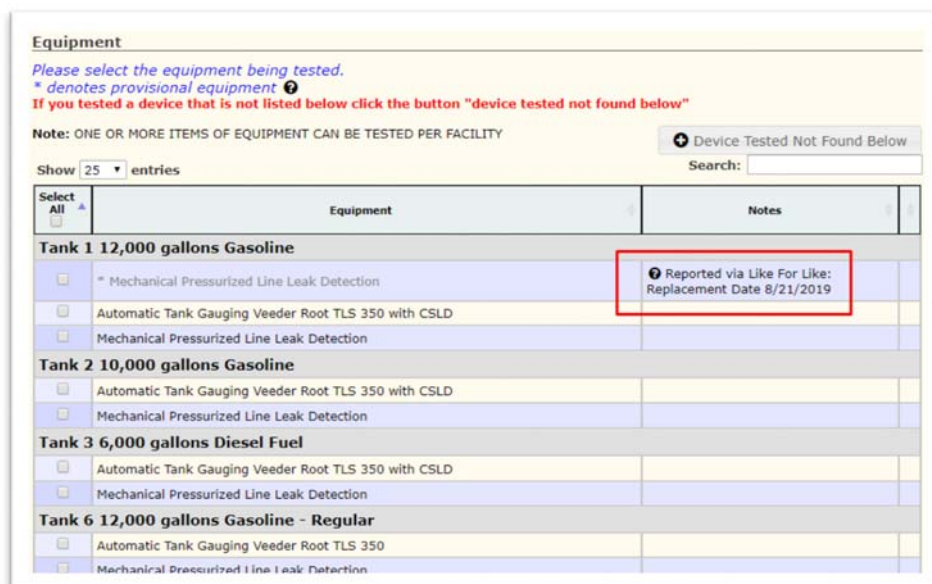
Facility

- Facility Name
- Address
- County
- Contact Person
- Phone Number

Back Save and Continue Exit

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

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



Equipment

Please select the equipment being tested.
* denotes provisional equipment ⓘ
If you tested a device that is not listed below click the button "device tested not found below"

Note: ONE OR MORE ITEMS OF EQUIPMENT CAN BE TESTED PER FACILITY

Show 25 entries

Device Tested Not Found Below

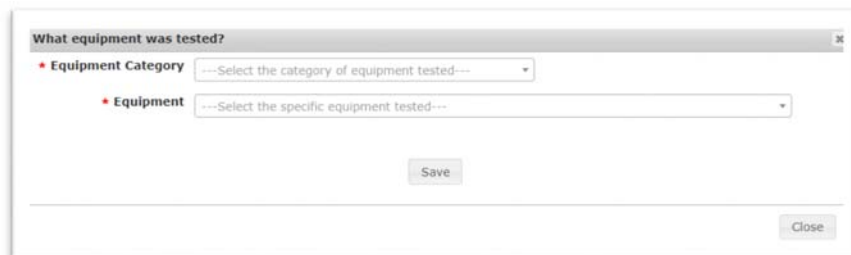
Search:

Select All	Equipment	Notes
<input type="checkbox"/>	Tank 1 12,000 gallons Gasoline	
<input type="checkbox"/>	* Mechanical Pressurized Line Leak Detection	Reported via Like For Like: Replacement Date 8/21/2019
<input type="checkbox"/>	Automatic Tank Gauging Veeder Root TLS 350 with CSLD	
<input type="checkbox"/>	Mechanical Pressurized Line Leak Detection	
<input type="checkbox"/>	Tank 2 10,000 gallons Gasoline	
<input type="checkbox"/>	Automatic Tank Gauging Veeder Root TLS 350 with CSLD	
<input type="checkbox"/>	Mechanical Pressurized Line Leak Detection	
<input type="checkbox"/>	Tank 3 6,000 gallons Diesel Fuel	
<input type="checkbox"/>	Automatic Tank Gauging Veeder Root TLS 350 with CSLD	
<input type="checkbox"/>	Mechanical Pressurized Line Leak Detection	
<input type="checkbox"/>	Tank 6 12,000 gallons Gasoline - Regular	
<input type="checkbox"/>	Automatic Tank Gauging Veeder Root TLS 350	
<input type="checkbox"/>	Mechanical Pressurized Line Leak Detection	

Select the items to be tested.

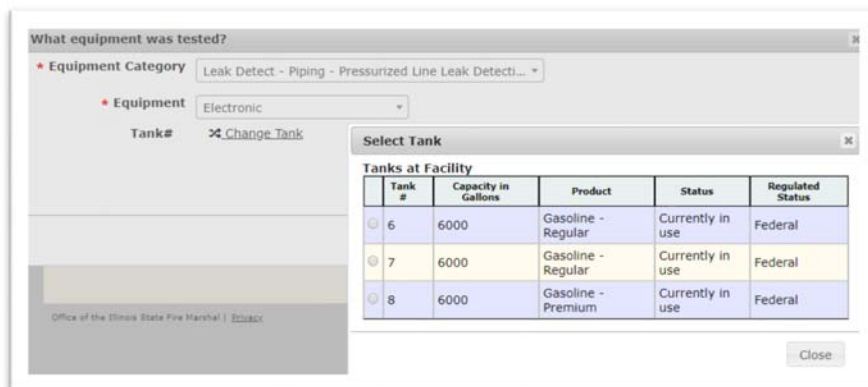
If there was an equipment item added on a different form type before OSFM has approved it (e.g. Like-For-Like form) or an approved permit before it's completed (e.g. Upgrade), it will be noted as such in the Notes column.

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



Tank #	Capacity in Gallons	Product	Status	Regulated Status
6	6000	Gasoline - Regular	Currently in use	Federal
7	6000	Gasoline - Regular	Currently in use	Federal
8	6000	Gasoline - Premium	Currently in use	Federal

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

Click Save and Continue.

Test Results

Please attach your test results documents below

Document name	Last Uploaded	Attachment
No data available in table		

Per 175.610(a)(4), a test of the proper operation of leak detection systems and components must be performed at installation of the equipment and at least annually thereafter and, at a minimum, as applicable to the facility, shall cover the following components and criteria:

Tank 6 - 6,000 gallons - Gasoline - Regular - Electronic Pressurized Line Leak Detection

Automatic Line Leak Detectors:

1. Operation meets criteria of 175.640(a)(3) ☐ Pass ☐ Fail

Test Date

Test Comments

Tank 6 - 6,000 gallons - Gasoline - Regular - Leak Detect - Piping - Mechanical Pressurized Line Leak Detection

Automatic Line Leak Detectors:

1. Operation meets criteria of 175.640(a)(3) ☐ Pass ☐ Fail

Test Date

Test Comments

Tank 6 - 6,000 gallons - Gasoline - Regular - Leak Detect - Tank - Automatic Tank Gauging Veeder Root TLS 250

Automatic Tank Gauge and other controllers:

1. Test Alarm ☐ Pass ☐ Fail

2. Verify System Configuration ☐ Pass ☐ Fail

3. Test Battery Backup ☐ Pass ☐ Fail ☐ N/A

4. Verify positive shutdown (Mandatory for systems installed after 9/1/2010 or if using low level containment test option) ☐ Pass ☐ Fail ☐ N/A

Probes and Sensors:

1. Does the sensor activate with a float mechanism ☐ Pass ☐ Fail

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.

Testing Employee

Please Select the Employee who will be performing the test.

Employee

* Employee

Title

Back Save and Continue Exit

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.

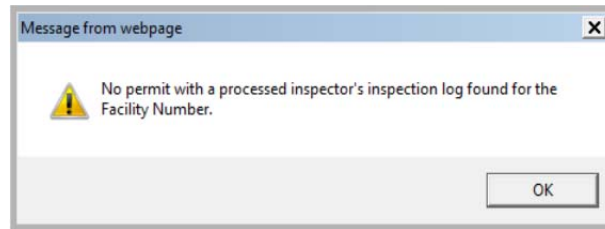
The summary page will open for you to review. Click on the Complete button.

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.

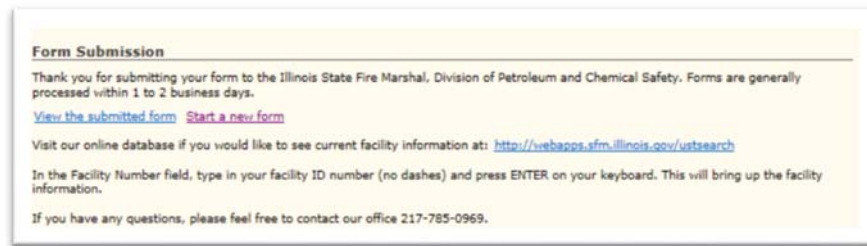
Place a check in the 'By checking this box, I certify....'.

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

Certification of Removal

Facility Search...

Reset Search

Facility Number

Permit Number

Owner - New Information

Owner Name

Address

Contact Person

Phone Number

Facility - New Information

Facility Name

Address

County

Contact Person

Phone Number

Show 10 entries

Tank #	Capacity in Gallons	Product	Date Removed
No data available in table			

Showing 0 to 0 of 0 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: 5/7/2020

* Owner/Operator Email:

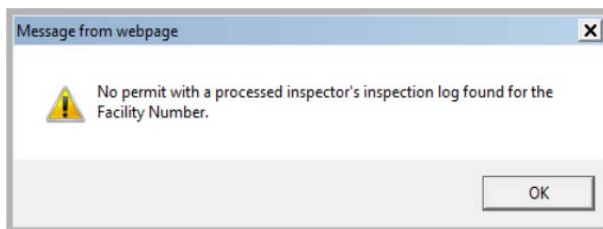
☐ Owner ☐ Operator

Cancel

Submit

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

Permit Number

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 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:**

☐ 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.

The screenshot shows a web form titled 'Contact Information'. At the top, there is a navigation bar with tabs: Contact (active), Facility, Sump Tests, Additional Info, Employee, Terms And Conditions, Summary, and Confirmation. Below the navigation bar, the form title 'Contact Information' is displayed. A note states: 'The Contact information entered below is where the final determination will be sent and will be used for correspondence concerning this application.' The form contains four required fields, each marked with a red asterisk: 'First Name', 'Last Name', 'Phone Number', and 'Email Address'. Each field has a corresponding text input box. At the bottom of the form, there are three buttons: 'Back', 'Save and Continue', and 'Exit'.

Enter the contact information and click Save and Continue.

The screenshot shows a web form titled 'Containment Sump Testing'. At the top, there is a navigation bar with tabs: Contact, Facility (active), Sump Tests, Additional Info, Employee, Terms And Conditions, Summary, and Confirmation. Below the navigation bar, the form title 'Facility Information' is displayed. A note states: 'Please Search for the facility associated with the test. Once the correct one is found, Save and Continue.' The form contains a 'Facility Search...' button and a 'Reset Search' button. Below these buttons, there is a required field marked with a red asterisk: 'Facility#'. The input box for this field contains the value '5034449'. Below the input box, there is a section titled 'Facility - 5034449' which displays the following information: 'Facility Name: Circle K #1428', 'Address: 11 Plummer Boulevard, Chatham, IL 62629', 'County: Sangamon', 'Contact Person: Joe Gunn', and 'Phone Number: (217) 483-4580'. At the bottom of the form, there are three buttons: 'Back', 'Save and Continue', and 'Exit'.

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

Containment Sump Tests

Please select the sump(s) being tested, and select the details for each test.
 * denotes provisional equipment
 If you tested a device that is not listed below click the button "device tested not found below"

Search:

Show 25 entries

Select	Equipment	Type of Test	Result	Test Date
Tank 6 6,000 gal Gasoline - Regular				
<input type="checkbox"/>	Spill Contain Device - Single Wall Spill Bucket PEMCO 112	---Select---	Pass <input type="radio"/> Fail <input type="radio"/>	<input type="text"/>
Tank 7 6,000 gal Gasoline - Regular				
<input type="checkbox"/>	Spill Contain Device - Single Wall Spill Bucket Stainless Steel Insert	---Select---	Pass <input type="radio"/> Fail <input type="radio"/>	<input type="text"/>
Tank 8 6,000 gal Gasoline - Premium				
<input type="checkbox"/>	Spill Contain Device - Single Wall Spill Bucket OPW 1-2100	---Select---	Pass <input type="radio"/> Fail <input type="radio"/>	<input type="text"/>

Back Save and Continue Exit

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

What Equipment was tested?

Equipment Category: Piping - STP/Tanktop Sump

Equipment: Piping - Double Wall STP/Tanktop Sump Bravo B-400-DB-MW

Tank#: 6 [Change Tank](#)

Test Information

Type of test: Initial Installation Vacuum

Result: Pass ☒ Fail ☐

Test Date: 08/21/2019

Save Close

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.

The screenshot shows a web application interface with a breadcrumb trail at the top: Contact > Facility > Sump Tests > Additional Info > Employee > Terms And Conditions > Summary > Confirmation. The 'Additional Info' step is highlighted in green. The main heading is 'Containment Sump Tests'. Below it, the text reads 'Tank 1 - Spill Contain Device - Single Wall Spill Bucket Fairfield SCMS'. There is a section labeled 'Test Comments' with a large text area and up/down arrow controls. At the bottom right, there are three buttons: 'Back', 'Save and Continue', and 'Exit'.

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

The screenshot shows the 'Testing Employee' section of the web application. The breadcrumb trail is the same as the previous screen, but 'Employee' is now highlighted in green. The heading is 'Testing Employee'. Below it, a blue instruction reads 'Please Select the Employee who will be performing the test.' There is a label 'Employee' followed by a red asterisk and a dropdown menu with 'Select' and a downward arrow. Below this is a 'Title' label and a text input field. At the bottom right, there are three buttons: 'Back', 'Save and Continue', and 'Exit'.

Select the employee who will perform the test.

Enter that employee's title.

Click on Save and Continue.

The screenshot shows the 'Terms And Conditions' section of the web application. The breadcrumb trail is the same, but 'Terms And Conditions' is now highlighted in green. The heading is 'Terms And Conditions'. Below it, there is a paragraph of legal text: '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.' Below this paragraph is a checkbox and the text: 'By checking this box, I certify that the Containment Sump Testing Form has been completed as required by OSFM rules.' At the bottom right, there are three buttons: 'Back', 'Save and Continue', and 'Exit'.

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

Click on Save and Continue.

[Contact](#)
[Facility](#)
[Sump Tests](#)
[Additional Info](#)
[Employee](#)
[Terms And Conditions](#)
[Summary](#)
[Confirmation](#)

**** Please Review the information below, if everything is correct click Complete at the bottom**

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	Licensed Contractor - IL009876 Contractor Name ABC Contractor Address 123 Any St. Springfield, IL 62703 Phones (217) 789-5555
--	---

Tests

Tank 1 - Spill Contain Device - Single Wall Spill Bucket Fairfield SCMS

Type of Test Liquid Testing
Test Result Pass
Test Result 07/19/2018
Comments test

Contractor Employee Conducting Test

Employee Name Jeffrey Johnson
Title tech

Terms And Conditions

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 Containment Sump Testing Form has been completed as required by OSFM rules.

Submitter Name Sam Neptune
Phone Number 5255555555
Email sn

[Back](#)
[Complete](#)
[Exit](#)

Review the test form, click on the Complete button.

Confirmation

Your application was automatically accepted.

Date Submitted: 7/19/2018

[View Containment Sump Test Forms](#)
[View All Completed Forms](#)

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

Drop Fuel Request Forms

[Start New Drop Fuel Request Form](#)

Form(s) Awaiting Action From You (2)

Being Reviewed by OSFM (1)

Approved Applications (1)

Denied Applications (0)

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.

The screenshot shows the 'Contact Information' form within a multi-step process. The steps are: Contact (active), Facility, Request, Employee, TermsAndConditions, Summary, and Confirmation. The form title is 'Contact Information'. Below the title is a note: 'The Contact information entered below is where the final determination will be sent and will be used for correspondence concerning this application'. The form contains four required fields: First Name, Last Name, Phone Number, and Email Address, each with a red asterisk. At the bottom, there are three buttons: 'Back', 'Save and Continue', and 'Exit'.

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

The screenshot shows the 'Facility Information' form within the same multi-step process. The steps are: Contact, Facility (active), Request, Employee, TermsAndConditions, Summary, and Confirmation. The form title is 'Facility Information'. Below the title is a note: 'Please Search for the facility associated with the test. Once the correct one is found, Save and Continue.' The form includes a 'Facility Search...' button and a 'Reset Search' button. Below these is a required field for 'Facility#' with a red asterisk. A section titled 'Facility -' contains a list of fields: Facility Name, Address, County, Contact Person, and Phone Number. At the bottom, there are three buttons: 'Back', 'Save and Continue', and 'Exit'.

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.

[Contact](#)
[Facility](#)
[Request](#)
[Employee](#)
[TermsAndConditions](#)
[Summary](#)
[Confirmation](#)

Fuel Drop Requests

Please select the tank for the Drop Fuel Request.

Note: ONE OR MORE REQUEST CAN BE ADDED PER FACILITY

Show entries Search:

Select	Tank Number	Capacity in Gallons	Product	Status	Regulated Status	Age	Last Used	Date of Fuel Drop
<input checked="" type="checkbox"/>	14	15000	Gasoline	Currently in use	Federal	14		07/20/2018
<input type="checkbox"/>	15	10000	Gasoline	Currently in use	Federal	14		
<input type="checkbox"/>	16	8000	Diesel Fuel	Currently in use	Federal	14		
<input type="checkbox"/>	17	10000	Gasoline	Currently in use	Federal	0		
<input type="checkbox"/>	18	10000	Gasoline	Currently in use	Federal	1		
<input type="checkbox"/>	19	2000	Alcohol	Currently in use		1		
<input type="checkbox"/>	20	2000	Gasoline	Currently in use	Federal	0		
<input type="checkbox"/>	21	777	Acrylic Acid	Currently in use	Federal	0		
<input type="checkbox"/>	22	999	Gasohol	Currently in use	Federal	2		

Reason For Fuel Drop:

[Back](#)
[Save and Continue](#)
[Exit](#)

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.

[Contact](#)
[Facility](#)
[Request](#)
[Employee](#)
[TermsAndConditions](#)
[Summary](#)
[Confirmation](#)

Testing Employee

Please Select the Employee who will be performing the test.

Employee

* Employee

Title

[Back](#)
[Save and Continue](#)
[Exit](#)

Select the employee who will perform the test.

Enter a title for the employee.

Click on Save and Continue.

The screenshot shows the 'Terms And Conditions' step of a multi-page form. At the top, a navigation bar includes links for Contact, Facility, Request, Employee, TermsAndConditions (highlighted), Summary, and Confirmation. The main content area contains a legal disclaimer under the penalties of Section 1-109 of the Code of Civil Procedure, stating that the undersigned certifies the statements are true and correct. Below this is a checkbox with the text: 'By checking this box, I certify that the Drop Fuel Request Form has been completed as required by OSFM rules.' At the bottom, there are three buttons: 'Back', 'Save and Continue', and 'Exit'.

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

Click on the Save and Continue button.

The screenshot shows the 'Summary' step of the form. The navigation bar at the top highlights 'Summary'. The form is divided into two main sections. The left section, titled 'Facility - 5022425', contains fields for Facility Name (Bigfoot #160), Address (2901 Stevenson Drive, Springfield, IL 62703), County (Sangamon), Contact Person (Matt Jordan), and Phone Number ((812) 379-9227). The right section, titled 'Licensed Contractor - IL009876', contains fields for Contractor Name (ABC Contractor), Address (123 Any St., Springfield, IL 62703), and Phones ((217) 789-5555). Below these sections is a table titled 'Fuel Drop Requests' with columns: Tank Number, Capacity in Gallons, Product, Status, Regulated Status, Age, Last Used, and Date of Fuel Drop. The table contains one row with the following data: Tank Number 14, Capacity in Gallons 15000, Product Gasoline, Status Currently in use, Regulated Status Federal, Age 14, Last Used, and Date of Fuel Drop 07/20/2018. Below the table is a field for 'Reason For Fuel Drop' with the value 'adfadfad!'. The next section is 'Contractor Employee Conducting Test', with fields for Employee Name (Jeffrey Johnson) and Title (tech). The final section is 'Terms And Conditions', which includes the same legal disclaimer as the previous step, followed by a checked checkbox and the same certification text. At the bottom, there are three buttons: 'Back', 'Complete', and 'Exit'.

Review the summary.

Click on the Complete button.

The screenshot shows the 'Confirmation' screen. It contains the following text: 'The Drop Fuel Request form needs to be Reviewed By OSFM.', 'An email response to your form will be sent to sd@osfm.com once reviewed.', and 'Date Submitted: 7/20/2018'. Below this text are two links: 'View Drop Fuel Request Forms' and 'View All Completed Forms'. At the bottom right, there is an 'Exit' 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.

Equipment Replacement

With the exception of Spill Buckets and Drop Tubes where the new equipment is substantially the same as the replaced item, equipment shall only be replaced under the Like-for-Like provisions of 175.300(g) with the same make and model number equipment item. All other equipment changes must be done under an UPG Permit Application, submitted for review.

Please select the equipment being Replaced.

Note: ONE OR MORE ITEMS OF EQUIPMENT CAN BE REPLACED PER FACILITY(Click Add Equipment if it's not in the list below)

Show entries Add Equipment

Search:

Replace	Equipment
Tank 1 12,000 gal Gasoline	
<input type="checkbox"/>	ATG Probes
<input type="checkbox"/>	Impressed Current Rectifiers
<input type="checkbox"/>	Leak Detect - Piping - Mechanical Pressurized Line Leak Detection
<input type="checkbox"/>	Overfill Prev Device - Overfill Drop Tube Valve
<input type="checkbox"/>	Shear Valve Top
<input type="checkbox"/>	Spill Contain Device - Single Wall Spill Bucket PEMCO 110
<input type="checkbox"/>	Submersible Pumps, if already equipped with a tank containment sump
Tank 2 10,000 gal Gasoline	
<input type="checkbox"/>	ATG Probes
<input type="checkbox"/>	Impressed Current Rectifiers
<input type="checkbox"/>	Leak Detect - Piping - Mechanical Pressurized Line Leak Detection
<input type="checkbox"/>	Overfill Prev Device - Overfill Drop Tube Valve
<input type="checkbox"/>	Shear Valve Top
<input type="checkbox"/>	Spill Contain Device - Single Wall Spill Bucket PEMCO 110
<input type="checkbox"/>	Submersible Pumps, if already equipped with a tank containment sump

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

Edit Equipment

Sump:

Interstitial Monitor:

Dispenser Name: [Change Dispenser](#)

Select Dispenser

Facility Dispensers Add Dispenser

ID/Name	Status	Sensor Shutdown Stop
<input type="checkbox"/>		

Edit Dispenser

* Dispenser ID/Name:

* Sensor Shut Down STP: ☒ Yes ☐ No

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.

Please answer the additional questions for each equipment replacement

Tank 9 - 8,000 gallons - Gasoline - Spill Contain Device - Double Wall Spill Bucket Universal

• Replacement: Double Wall Spill Bucket Emco Wheaton A1005-518G stainless steel

• Replacement Date: 11/27/2018

• Replacement Reason: erdfcx

Containment Sump Test Results

• Type of Test: Initial Install Hydrostatic

• Result of Test: ☒ Pass ☐ Fail

• Test Date: 11/27/2018

Dispenser 1-2 - Leak Detect - Piping - Non-Discriminating Sump Sensor Interstitial Monitoring EBW In Dispenser - Single Wall Sumps Bravo B-1000 Series

• Replacement: Leak Detect - Piping - Non-Discriminating Sump Sensor Interstitial Monitoring EBW In Dispenser - Single Wall Sumps Bravo B-1000 Series

• Replacement Date: 11/20/2018

• Replacement Reason: adfdf

Leak Detection Test Results

• Result of Test: ☒ Pass ☐ Fail

• Test Date: 11/27/2018

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

Tank 11 - 4,000 gallons - Diesel Fuel - Impressed Current Rectifiers

• Replacement: Impressed Current Rectifiers

• Replacement Date: 11/27/2018

• Replacement Reason: adsfadf

• Is product or substance being stored over 10% ethanol, or 20% biodiesel? ☒ Yes ☐ No

• Is equipment being installed compatible with product or substance being stored? ☒ Yes ☐ No

• Compatibility Method ☒ A. Certification or listing of UST system equipment or components by a nationally recognized, independent testing laboratory for use with the regulated substance stored.

☐ B. Equipment or manufacturer approval. The Manufacturer's approval must be in writing, indicate an affirmative statement of compatibility, specify the range of biofuel blends the component is compatible with, and be from the equipment or component manufacturer.

☐ C. Use another option determined by your implementing agency to be no less protective of human health and the environment than methods A or B. If using C, list your implementing agency and immediately below describe the approved alternative method for meeting the compatibility requirement.

• Description of Component Type, Model Number, & National Laboratory Certification, Listing or Manufacturer Approval:

You may also receive a message on an equipment item.

Dispenser 1/2 - Leak Detect - Piping - Interstitial Monitoring In Dispenser - Double Wall Sumps Franklin Fueling Systems 4800 Series

*** An Annual Leak Detection Form Is Required**

*** Replacement:** Leak Detect - Piping - Interstitial Monitoring In Dispenser - Double Wall Sumps Franklin Fueling Systems 4800 Series

*** Replacement Date:**

*** Replacement Reason:**

Complete any additional fields.

Click on the Save and Continue button.

Testing Employee

Please Select the Employee who will be performing the test.

Employee

*** Employee**

Title

Back Save and Continue Exit

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

Enter the employee's title.

Click on Save and Continue.

Terms And Conditions

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 Like for Like Replacement Form has been completed as required by OSFM rules.

Back Save and Continue Exit

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

Click on Save and Continue.

Contact	Facility	Equipment	Additional Info	Employee	Terms & Conditions	Summary	Confirmation
<p>** Please Review the information below, if everything is correct click Complete at the bottom</p>							
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				Licensed Contractor - IL009876 Contractor Name ABC Contractor Address 123 Any St. Springfield, IL 62703 Phones (217) 789-5555			
Equipment Being Replaced							
Tank 1 - ATG Probes Replacement Date: 07/19/2018 Replacement Reason: test							
Tank 1 - Shear Valve Top Replacement Date: 07/19/2018 Replacement Reason: test							
Contractor Employee Conducting Test							
Employee Name Jeffrey Johnson Title tech							
Terms And Conditions <p>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.</p> <p><input checked="" type="checkbox"/> By checking this box, I certify that the Like for Like Replacement Form has been completed as required by OSFM rules.</p> Submitter Name Sam Grear Phone Number 5555555555 Email sg@osfm.com							
Back				Complete		Exit	

Review the summary page.

Click on Complete.

5.2.7 Motor Fuel Dispensing

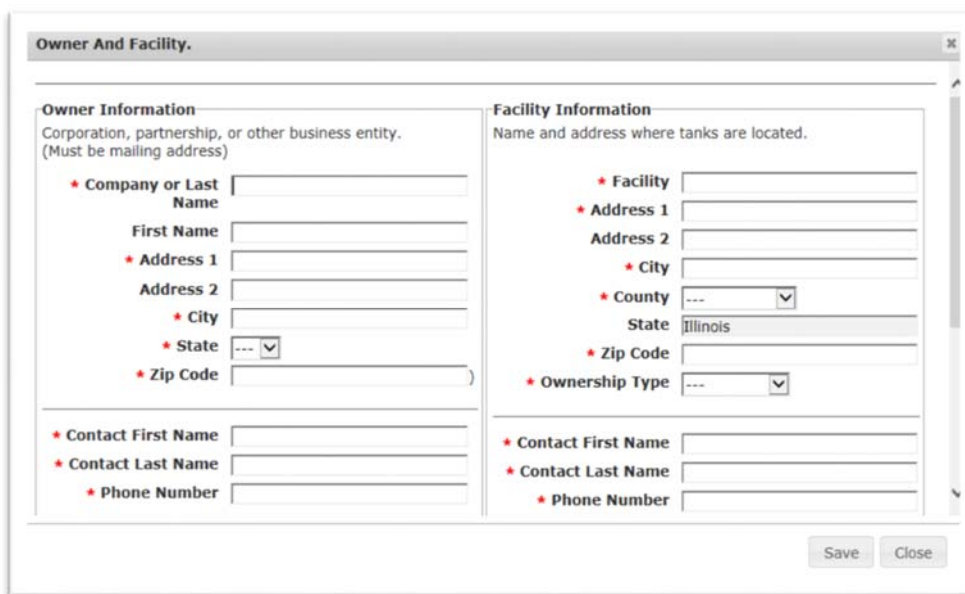
Enter the Facility Number if known or use the Facility Search to do a more advanced search.

The screenshot shows the 'Motor Fuel Dispensing Facility Application' form. At the top, there is a 'Facility Search...' button and a 'Facility Number' input field. Below this, the form is divided into two main sections: 'Owner - New Information' and 'Facility - New Information'. The 'Owner' section includes fields for 'Owner Name', 'Address', 'Contact Person', and 'Phone Number', along with an 'Edit Owner' button. The 'Facility' section includes fields for 'Facility Name', 'Address', 'County', 'Contact Person', and 'Phone Number', along with a 'New Facility/Owner' button. Below these sections, there is a paragraph of text explaining the rules governing motor fuel dispensing facilities, followed by a 'NOTE' about the approval process. The bottom half of the form contains several required fields (marked with red asterisks) for facility details, each with a dropdown menu: 'Facility will be operated as:', 'This Application applies to:', 'Are any Dwelling Units or Sleeping Areas located at this facility?', 'Are Emergency Shutoff Switch/s: Located so that an emergency switch is located at least 20 ft. and not more than 100 ft. from each dispenser?', 'Conspicuously marked and easily accessible?', 'Interconnected so that activation of one emergency shutoff activates all shutoffs?', 'Are portable Fire Extinguishers provided as required by regulations?', 'Are Fuel Dispensers protected against collision damage?', 'Will any buildings on this property or adjacent to this property contain basements located within 20 ft of underground dispensing storage tanks?', and 'Are Warning and Instructional Signs posted as required by the rules?'.

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.

The screenshot shows the 'Owner Information' form, which is a sub-form within the main application. It contains fields for 'Company or Last Name', 'First Name', 'Address 1', 'Address 2', 'City', 'State' (a dropdown menu), 'Zip Code', 'Contact First Name', 'Contact Last Name', and 'Phone Number'. Each field is preceded by a red asterisk indicating it is required. At the bottom of the form, there are 'Save' and 'Close' buttons.

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



Owner And Facility.

Owner Information
Corporation, partnership, or other business entity.
(Must be mailing address)

* Company or Last Name:
First Name:
* Address 1:
Address 2:
* City:
* State:
* Zip Code:

* Contact First Name:
* Contact Last Name:
* Phone Number:

Facility Information
Name and address where tanks are located.

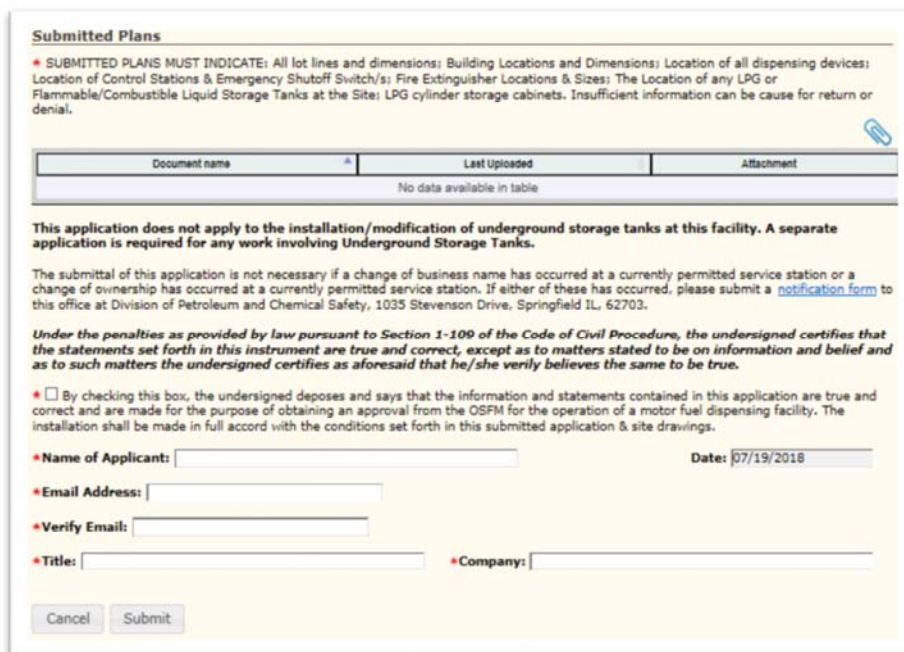
* Facility:
* Address 1:
Address 2:
* City:
* County:
State:
* Zip Code:
* Ownership Type:

* Contact First Name:
* Contact Last Name:
* Phone Number:

Save Close

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

Click on the Submit button when form is complete.



Submitted Plans

* SUBMITTED PLANS MUST INDICATE: All lot lines and dimensions; Building Locations and Dimensions; Location of all dispensing devices; Location of Control Stations & Emergency Shutoff Switch/s; Fire Extinguisher Locations & Sizes; The Location of any LPG or Flammable/Combustible Liquid Storage Tanks at the Site; LPG cylinder storage cabinets. Insufficient information can be cause for return or denial.

Document name	Last Uploaded	Attachment
No data available in table		

This application does not apply to the installation/modification of underground storage tanks at this facility. A separate application is required for any work involving Underground Storage Tanks.

The submittal of this application is not necessary if a change of business name has occurred at a currently permitted service station or a change of ownership has occurred at a currently permitted service station. If either of these has occurred, please submit a [notification form](#) to this office at Division of Petroleum and Chemical Safety, 1035 Stevenson Drive, Springfield IL, 62703.

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.

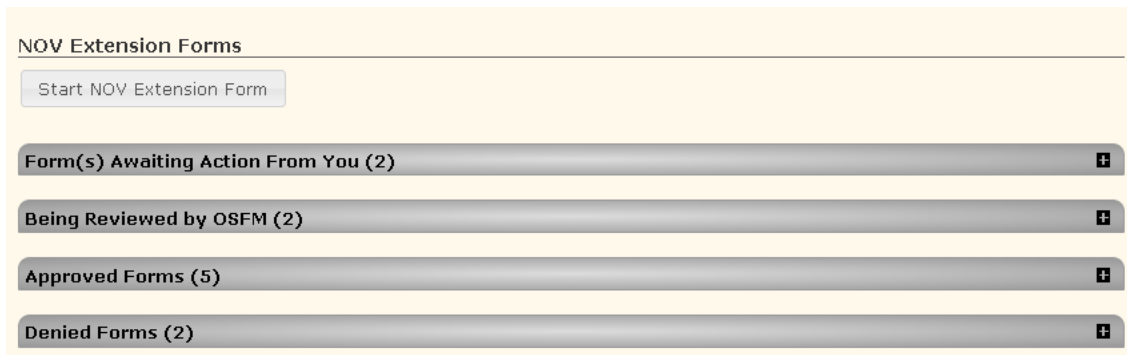
* ☐ By checking this box, the undersigned deposes and says that the information and statements contained in this application are true and correct and are made for the purpose of obtaining an approval from the OSFM for the operation of a motor fuel dispensing facility. The installation shall be made in full accord with the conditions set forth in this submitted application & site drawings.

* Name of Applicant: Date: 07/19/2018
* Email Address:
* Verify Email:
* Title: * Company:

Cancel Submit

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.

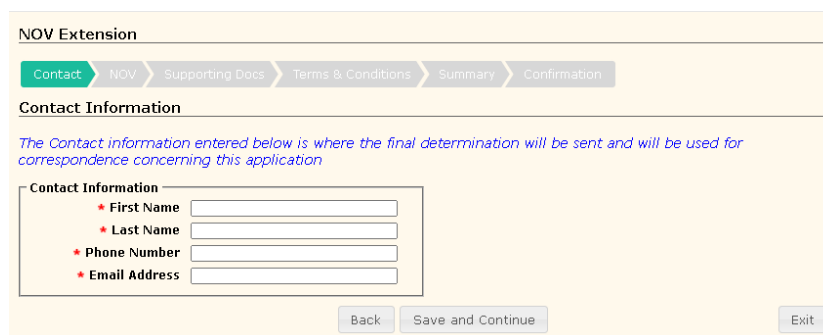
Being Reviewed by OSFM – displays NOV Extensions that have been submitted by the contractor signed in and are being reviewed for approval by OSFM staff.

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

NOV Extension

Contact NOV Supporting Docs Terms & Conditions Summary Confirmation

NOV Information

Search

Facility Search...

Facility #:

Enforcement #:

Back Save and Continue Exit

- Save and Continue.

NOV Extension - Facility # 1012018: Sycamore Maintenance Yard - NOV #

Contact NOV Supporting Docs Terms & Conditions Summary Confirmation

NOV Information

Search

Facility - 1012018

Facility Name Sycamore Maintenance Yard

Address 256 E. Maple Street
Sycamore, IL 60178

County De Kalb

Contact Person Scott Johnson

Phone Number 815-896-4032

Selected NOV - E0020182530

Owner / Operator Illinois Department of Transportation

NOV Type NOV

NOV Status Referred to Legal

NOV Date 9/28/2018

NOV Expiration Date 11/27/2018

Back Save and Continue Exit

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

- The selected NOV is not in an eligible status: ReferredtoLegal. Please delete. Eligible Status(es) are: Pending
- The selected NOV is not of an eligible type: Motor Fuel Disp. Please delete. Eligible Type(s) are: UST

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

NOV Extension - Facility # ~~188150~~ - ~~188150~~ - NOV # E0020190796

[Contact](#)
[NOV](#)
[Supporting Docs](#)
[Terms & Conditions](#)
[Summary](#)
[Confirmation](#)

NOV - E0020190796

Nov Type NOV [View Nov](#)

Status Pending

Nov Date 9/6/2019

Expiration Date 12/12/2019

Facility - ~~188150~~

Owner / Operator ~~188150~~

Facility ~~188150~~

Address ~~411 E. 1st St.~~

County Winnebago

Time Requested and Reason for Extension

Supporting Documents

*** Be sure to obscure any sensitive information such as routing and account numbers, and personally identifiable information.**

Contract/Quote Documents

Document name	Last Uploaded	File Comments	Document Date	Attachment
No data available in table				

A down payment is required to start the work: ☒ Yes ☐ No

Down Payments

Please upload any documents showing proof of down payment.

Document name	Last Uploaded	File Comments	Document Date	Attachment
No data available in table				

Supplemental Documents

Document name	Last Uploaded	File Comments	Document Date	Attachment
No data available in table				

[Back](#)
[Save and Continue](#)
[Exit](#)

- 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.

Overfill Prevention Equipment Inspection Forms

Start New Overfill Prevention Equipment Inspection Form

Form(s) Awaiting Action From You (1)

Search:

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

Showing 1 to 1 of 1 entries

Previous Next

Being Reviewed by OSFM (0)

Approved Applications (6)

Denied Applications (0)

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

- Enter the contact information.

Contact Information

The Contact information entered below is where the final determination will be sent and will be used for correspondence concerning this application

Contact Information

* First Name

* Last Name

* Phone Number

* Email Address

Back Save and Continue Exit

- Click on Save and Continue.

Overfill Prevention Equipment Inspection

Contact Facility Equipment Inspection Employee TermsAndConditions Summary Confirmation

Facility Information

Please Search for the facility associated with the test. Once the correct one is found, Save and Continue.

Facility Search... Reset Search

* Facility#

Facility -

Facility Name

Address

County

Contact Person

Phone Number

Back Save and Continue Exit

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

Overfill Prevention Equipment Inspection

Contact Facility **Equipment** Inspection Employee TermsAndConditions Summary Confirmation

Inspection

Please select the equipment being inspected.

Note: ONE OR MORE ITEMS OF EQUIPMENT CAN BE INSPECTED PER FACILITY.
Click to change the make and model if wrong.
Click Add Equipment if it's not in the list below.

Show 25 entries Search:

Select All	Tank#	Product	Equipment	
<input checked="" type="checkbox"/>	8	Gasoline	Overfill Prev Device - Ball Float Vent Valve	
<input checked="" type="checkbox"/>	8	Gasoline	Overfill Prev Device - Ball Only Removed Ball Float Vent Valve	
<input type="checkbox"/>	8	Gasoline	Overfill Prev Device - Overfill Drop Tube Valve	
<input type="checkbox"/>	9	Gasoline	Overfill Prev Device - Overfill Drop Tube Valve	
<input type="checkbox"/>	10	Gasoline	Overfill Prev Device - Overfill Drop Tube Valve	
<input type="checkbox"/>	11	Diesel Fuel	Overfill Prev Device - Overfill Drop Tube Valve	

Back Save and Continue Exit

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

Edit Equipment

Equipment ---Select---

---Select---

Overfill Prev Device - Ball Float Vent Valve

Overfill Prev Device - Ball Only Removed Ball Float Vent Valve

Overfill Prev Device - Overfill Alarm

Overfill Prev Device - Overfill Alarm EASI EASI Level-Tru

Overfill Prev Device - Overfill Alarm EBW 940

Overfill Prev Device - Overfill Alarm EBW 950

Close

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

Select Tank

Tanks at Facility

	Tank #	Capacity in Gallons	Product	Status	Regulated Status
<input type="radio"/>	8	8000	Gasoline	Currently in use	Federal
<input type="radio"/>	9	8000	Gasoline	Currently in use	Federal
<input type="radio"/>	10	15000	Gasoline	Currently in use	Federal
<input type="radio"/>	11	4000	Diesel Fuel	Currently in use	Federal

Close

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

Inspection

Please answer the following questions for each piece of equipment being inspected

Tank 8 - 8000 gallons - Gasoline - Overfill Prev Device - Ball Only Removed Ball Float Vent Valve [Remove](#)

1. Is ball float cage free of debris? ☒ Yes ☐ No
2. Is ball free of holes and cracks? ☒ Yes ☐ No
3. Does ball moved freely in cage? ☒ Yes ☐ No
4. Is vent hole in pipe open and near top of tank? ☒ Yes ☐ No
5. Is ball float pipe proper length to restrict flow at 90% of tank capacity? ☒ Yes ☐ No
6. Did Ball Float Vent Valve pass inspection? ☒ Yes ☐ No
7. Will ball Float Vent Valve remain in place and in operation? ☐ Yes ☒ No

Result of Inspection ☐ Pass ☐ Fail

Inspection Date

Ball Float Vent Valve status? ☐ Removed ☐ Ball Only Removed ☐ N/A

Inspection Comments

- 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.

Overfill Prevention Equipment Inspection - Facility# 5018917: Routemart

Contact Facility Equipment Inspection **Employee** TermsAndConditions Summary Confirmation

Testing Employee

Please select the certified employee who will be performing the test.

Employee ☒ Employee ☐

Title

Back Save and Continue Exit

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

Contact Facility Equipment Inspection **Employee** **TermsAndConditions** Summary Confirmation

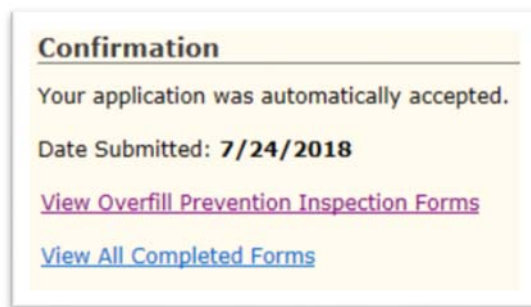
Terms And Conditions

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 Overfill Prevention Equipment Inspection Form has been completed as required by OSFM rules.

Back Save and Continue Exit

- 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.

Precision-CP Testing Results Report Forms

[Start New Precision-CP Testing Results Report Form](#)

Form(s) Awaiting Action From You (3)

Search:

Email	Facility	Facility#	Status	Start Date	Action
hallmps@aol.com	Marrakech Imports, Inc d/b/a C & C's One Stop	4036445	Not Submitted	7/17/2019	Edit / Delete
hallmps@aol.com	BP Shop	5017273	Not Submitted	7/22/2019	Edit / Delete
hallmps@aol.com	Fuel 24	5024629	Not Submitted	7/22/2019	Edit / Delete

Showing 1 to 3 of 3 entries [Previous](#) [Next](#)

Being Reviewed by OSFM (0)

Search:

Email	Facility	Facility#	Status	Submit Date	Action
No data available in table					

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

Approved Forms (4)

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

Precision-CP Testing Results Report - Facility# 4036445: Marrakech Imports, Inc d/b/a C & C's One Stop

[Contact](#) [Facility](#) [Equipment](#) [Test\(s\)](#) [Employee](#) [Terms & Conditions](#) [Summary](#) [Confirmation](#)

Equipment

Please select the equipment being tested.
* denotes provisional equipment ?

Note: ONE OR MORE ITEMS OF EQUIPMENT CAN BE TESTED PER FACILITY

Show entries Search:

Select All	Equipment	Notes
Tank 1 12,000 gallons Gasoline		
<input type="checkbox"/>	Piping - Fiberglass Double Wall	
<input type="checkbox"/>	Tank - Fiberglass Double Wall	
Tank 2 12,000 gallons Gasoline		
<input type="checkbox"/>	Piping - Fiberglass Double Wall	
<input type="checkbox"/>	Tank - Fiberglass Double Wall	

[Back](#)
[Save and Continue](#)
[Exit](#)

- 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.

Test Results

Please attach your test results documents

Document name	Last Uploaded	Attachment
tas.pdf	11/29/2018 9:06:56	Delete

Tank Tank 1 - 20,000 gallons - Jet A - Stainless Steel Single Wall Piping

Test Date

Result of Test ☐ Pass ☐ Fail

Test Comments

Tank Tank 1 - 20,000 gallons - Jet A - Fiberglass Single Wall Tank

Test Date

Result of Test ☐ Pass ☐ Fail

Test Comments

Back Save and Continue Exit

- 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 be having the assessment performed.

Owner - New Information Owner Name Address Contact Person Phone Number				Facility - New Information Facility Name Address County Contact Person Phone Number			
---	--	--	--	---	--	--	--

Show entries

<input type="checkbox"/>	Tank #	Capacity in Gallons	Product	Date Last Used	Status	Regulated Status	Date Removed/Abandoned
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

Purpose of the Site Assessment: Results:

Permit Number:

Date Release Reported: IEMA #:

Remarks:

Site sampling analysis reports

Document name	Last Uploaded	Attachment
No data available in table		

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 sampling done herein complies with all requirements for the number and location of sampling pursuant to 35 Ill. Adm. Code 734.210 and, for any soil borings, with 35 Ill. Adm. Code 734.425 and 734.435, as incorporated into the rules and regulations of the Office of the State Fire Marshal as required by 176.330(a)(8)(b).

* Name: * Title:
 * License #: * Expiration Date:
 * Company: * Phone Number:
 * Email:
 * Verify Email:

- Select the purpose of the site assessment.

Bring Tank Back Into Service

Notice of Violation

Other (Include Remarks)

Tank Removal

Tank Abandonment

- Select the results of the site assessment.

Contamination

No Contamination

- 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 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. 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	<input type="text"/>	* Email Address	<input type="text"/>
* Last Name	<input type="text"/>	* Verify Email	<input type="text"/>
* Job Title	<input type="text"/>	* Phone Number	<input type="text"/>
* Company	<input type="text"/>		

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.

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

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

★ **Facility Number**

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

Additional Tank Found

Change of Product

Change of Service

Facility Information Update

New Owner

Ownership Address Change

Tank(s) Abandoned in place

---Select All That Apply---

Tank(s) Installed

Tank(s) Removed

- Depending on the selection, select the Permit number.

★ **Permit #**

Select a Permit

3606-97

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

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

★ Is this Notification for a Facility that already has a Facility Number? ☐ Yes ☒ No

★ Facility Name

★ Parcel PIN

★ Facility Type

★ Address 1

Address 2

★ City

★ State

★ Zip Code

★ County

★ Contact First Name

★ Contact Last Name

★ Contact Phone Number

- 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.

Notification Form - Laura Durbin - Access Code: Z6B2U6 - New Facility - New Facility

General Information Ownership Tank Overview Attachments Summary

Please fill out the fields below. Property PIN is required and may be found on your Tax Bill, Property Deed, or on your [County Assessor's Website](#).

- UST Facility Property Owner - Information about the owner of the facility real estate (not leasee)
- Location of the USTs - Physical location and on-site contact information for this facility

I. UST Facility Property Owner

★ Last Name/Company

Owner First Name

Owner Middle Name

★ Owner Type

★ Date Purchased

★ Address 1

Address 2

★ City

★ State Zip

County

Country

★ Contact First Name

★ Contact Last Name

★ Contact Phone

★ Contact Email

II. Location of USTs

Facility Name

★ Parcel PIN

Facility Type

Address 1

Address 2

City

State Zip

County

★ Contact First Name

★ Contact Last Name

★ Contact Phone

Back Save and Continue Exit

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

Tank #1 - Additional Tank Found - 5,000

Tank General Info > Tank Product > Tank Construction > Tank Equipment

Status of Tank ☒ Currently In Use ☐ Out of Use

Date of Installation 05/01/2020 ☐ Unknown

Date Product Placed in Tank 05/01/2020 ☐ Unknown

Estimated Last Used Date 05/05/2020 ☐ Unknown, after 1/1/1974 ☐ Unknown, before 1/1/1974

Estimated Total Capacity (Gallons) 5000

Back Save and Continue

- Fill out the Tanks information
- Save and Continue

Tank #1 - Additional Tank Found - 5,000

Tank General Info > Tank Product > Tank Construction > Tank Equipment

Substance Currently or Last Stored Gasoline - Non Ethanol Add New Product

Back Save and Continue

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

Continue Unsubmitted Notification Form Application

Enter the Access Code that was provided to you when you first started the application. The correct email address must also be entered.

* Access ID

* Email

Search

- 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

Forms List

Form Type: --Select--

Facility Number: []

Showing: []

Office of the Illinois State Fire Marshal

- Select--
- Select--
- Annual Leak Detection Certification
- Certificate of Abandonment**
- Certificate of Removal
- Containment Sump Testing
- Like for Like Replacement
- Motor Fuel Dispensing Facility Application
- Overfill Prevention Equipment Inspection
- Owner Verification for Out of Service Tanks
- Site Assessment Results Form

- 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

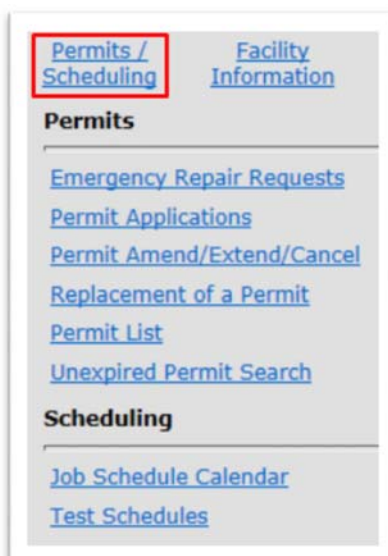
Search:

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

Emergency Repair Request(s): ABC Contractor - State ID: IL009876

Create Emergency Repair Request

Not Submitted Applications (1)

Submitted Applications (0)

Approved Applications Waiting on a Permit (3)

Show entries Search:

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

Showing 1 to 3 of 3 entries Previous Next

Approved Applications (0)

Denied Applications (0)

Cancelled Applications (0)

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

Facility Number: Facility Search...

Contractor Name:
ABC Contractor

Facility Name:

Emergency Repair Status:
New request

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.

Facility Search Screen - Windows Internet Explorer

http://localhost:3507/SearchFacility.aspx?Type=

Facility Search returned greater than 100 rows. Please refine search to find the appropriate facility. You can search on partial or full descriptions for Facility Number, Facility Name or City the facility is located in.

Facility Number:

Facility Name:

City:

100 Results Returned.

Facility List

Facility Number	Facility Name	Facility Address	Facility City	Facility County
5008550	Administrative Service Center	530 West Reynolds	Springfield	Sangamon
5019416	AT&T Springfield - 044350 (IL4151)	620 S. 5th Street	Springfield	Sangamon
5009308	Ayerco #28 Convenience Center	2727 S Macarthur St	Springfield	Sangamon

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.

Emergency Repair Request

Contractor Number: IL002396

Contractor Name: ABC Contractor

Emergency Repair Status: Not Saved

Facility Number:
5008550

Facility Name:

Date of Work:

☒ Install/Retrofitting ☐ Cathodic Protection

Facility Tanks

Include Tank	Tank Number	Capacity	Product	Tank Status
<input type="checkbox"/>	3	8000	Gasoline	Currently in use

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

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.

Emergency Repair Status:
Not Saved

Date of Work:
06/11/2013

☒ Install/Retrofitting ☐ Cathodic Protection

Facility Tanks

Include Tank	Tank Number	Capacity	Product	Tank Status
<input checked="" type="checkbox"/>	3	8000	Gasoline	Currently in use

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

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 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 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 entries

Facility #	Facility Name	City	Permit Type	Initiated	Submitted	Submitted By	Status	Action
------------	---------------	------	-------------	-----------	-----------	--------------	--------	--------

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


Show 10 entries

[Start a New Application](#)

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** – 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 will 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 will 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.

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 5043336

Owner - New Information		Facility - New Information	
Owner Name	Beck Bus Transportation Corporation	Facility Name	Beck Bus
Address	P.O. Box 768 2201 Brownsville Road Mount Vernon, IL 62864	Address	407 South Baughman Road Taylorville, IL 62568
Contact Person	Bill Beck	Contact Person	Mike Bray
Phone Number	(618) 242-5685	Phone Number	(217) 824-5636

☐ Owner Information is different ☐ Facility Information is different
[Reset Facility Information](#)

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

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		Facility - New Information	
Owner Name		Facility Name	
Address		Address	
Contact Person	Bill Beck	Contact Person	
Phone Number		Phone Number	

[Reset Facility Information](#)

Facility Search Screen - Permit Applications
http://10.94.100.46:517/Permit/Facility/Search

Facility Number:
Facility Name:
Address:
City: Taylorville

Search

67 Results Returned. Show 25 entries

Facility Number	Facility Name	Facility Address	Facility City	Facility County
5034488	701 East Main Cross St	701 East Main Cross	Taylorville	Christian
5033243	Ahlberg Marie G	623 E Cleveland	Taylorville	Christian
5001449	Ahlstrom Filtration Inc	1200 E. Elm Street	Taylorville	Christian
5041326	Angelo's Pizza	404 W Spresser	Taylorville	Christian
5028966	Anns Flowers	602 E Park	Taylorville	Christian
5010879	Archer Daniels Midland Co.	Rt. 48 North	Taylorville	Christian
5043336	Beck Bus	407 South Baughman Road	Taylorville	Christian
5028542	Berry Material Yard	418 W Third	Taylorville	Christian

- 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.

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 Number Facility Search...

Owner - New Information

Owner Name
Address
Contact Person Bill Newberry
Phone Number

[Edit Owner Information](#)

Facility - New Information

Facility Name I am New
Address 1234 S Main
Taylorville, IL 62568
Contact Person Sam USA
Phone Number (217) 555-5555

[Reset Facility Information](#) [Add/Edit New Facility Information](#)

[Notification and other forms](#)

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.

Update the Owner Information

Owner Name *

Address 1 *

Address 2

City *

State *

Zip Code *

CountryCode *

Contact First Name

Contact Last Name *

Contact Phone Number *

Phone Number Extension

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.

Tanks

Select the tanks associated with the piping.

Show 25 entries

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

[Add New Tank](#)

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

Add New Tank

Capacity in Gallons ☐ Unknown

Product

Fill Material

Last Used Date ☒ Before 1/1/1974
☐ After 1/1/1974
☐ Unknown but after 1/1/1974

- 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.

Show 25 entries [Add New Tank](#)

<input type="checkbox"/>	Tank #	Capacity in Gallons	Product	Status	Regulated Status	Last Used Date	
<input type="checkbox"/>	1	4,000	Kerosene	Currently in use	Federal		
<input type="checkbox"/>	2	10,000	Gasoline	Currently in use	Federal		
<input type="checkbox"/>	3	12,000	Gasoline	Currently in use	Federal		
<input type="checkbox"/>	4	12,000	Gasoline	Currently in use	Federal		
<input type="checkbox"/>	5	8,000	Diesel Fuel	Currently in use	Federal		
<input checked="" type="checkbox"/>	9	10,000	Brake Fluid	Not Registered	Federal	7/10/2018	Remove
<input checked="" type="checkbox"/>	10	10,000	#2 Fuel Oil	Not Registered	Federal	7/3/2018	Remove
<input checked="" type="checkbox"/>	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

<input type="checkbox"/>	Tank #	Capacity in Gallons	Product	Status	Regulated Status	
<input checked="" type="checkbox"/>	1	30	Used Oil	Exempt from Registration	Exempt	
<input type="checkbox"/>	6	6,000	Gasoline	Currently in use	Federal	
<input type="checkbox"/>	7	6,000	Gasoline	Currently in use	Federal	
<input type="checkbox"/>	8	6,000	Gasoline	Currently in use	Federal	
<input type="checkbox"/>	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.

Show 25 entries [Add New Tank](#)

<input type="checkbox"/>	Tank #	Capacity in Gallons	Product	Status	Regulated Status	
<input checked="" type="checkbox"/>	8	1,000	Gasoline	Not Installed	Federal	Remove
<input checked="" type="checkbox"/>	New	5,000	Gasoline	Not Installed	Federal	Remove

Showing 1 to 3 of 3 entries

[Back](#) [Exit](#) [Save & Continue](#)

Add New Tank


Capacity in Gallons

Product

[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 require 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 - 502442/ - ABC Contractor - State ID: 1L009876

Tanks

Select the tanks for this permit application.

Show entries

<input type="checkbox"/>	Tank #	Capacity in Gallons	Product	Status	Regulated Status	Manway	Comments
<input type="checkbox"/>	1	10,000	E-50	Currently in use	Federal	----	
<input type="checkbox"/>	2	6,000	Diesel Fuel	Out of service	Federal	----	
<input checked="" type="checkbox"/>	3	5,000	Gasoline	Currently in use		----	
<input type="checkbox"/>	5	5,000	Aromatic Hydrocarbon Mix	Out of service		----	
<input type="checkbox"/>	6	5,000	Bio-Diesel	Currently in use	Federal	Existing	
<input type="checkbox"/>	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
<input checked="" type="radio"/>	1	10,000	E-85	Not Installed
<input type="radio"/>	2	10,000	Gasoline	Not Installed
<input type="radio"/>	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.

Tank Equipment

Walkthrough Guide

Select a tank from the **Permitted Tanks** table, then select the equipment that will be installed for this tank with this permit. If more than one tank is listed, select the next tank and set the equipment for that tank.

If the equipment being installed is the same on multiple tanks, use the "Copy equipment to other tanks" button. This will present you with a Copy Dialog popup. Within this dialog select the tank(s) with the same equipment as the currently selected tank and click replace. Each tank requires at least one equipment item selected from each category.

Select	Tank #	Capacity in Gallons	Product	Status
<input checked="" type="radio"/>	12	10,000	Gasoline	Not Installed

Showing 1 to 1 of 1 entries

Select equipment to be installed for tank #12

- Leak Detect - Tank
- Leak Detect - Piping
- Spill Contain Device
- Overfill Prev Device
- Corrosion Prot - Tank
- Corrosion Prot - Piping
- Tank
- Piping

Equipment added to tank #12

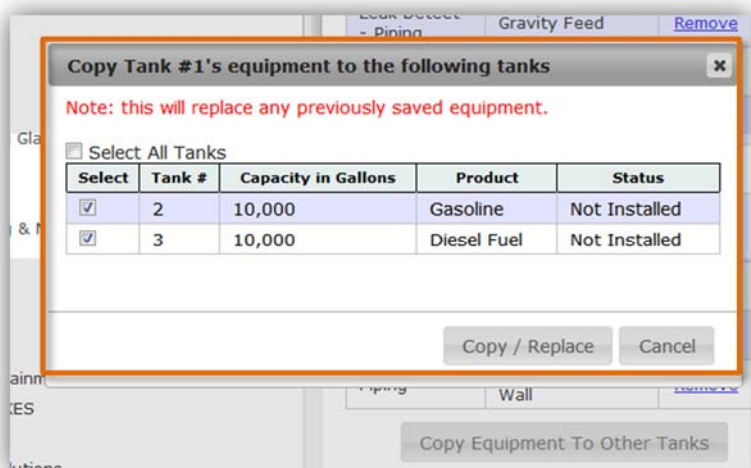
Equipment Type	Equipment	Action
Leak Detect - Tank	Arizona Instruments Encompass	Remove
Leak Detect - Tank	EBW Auto-Stik II	Remove
Leak Detect - Piping	Electronic Incon TSLS 300	Remove
Leak Detect - Piping	Vapor Monitoring	Remove

Tank & Equipment Comments

Back Exit Save & Continue

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.

Tank & Equipment Comments

Back Exit Save & Continue

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.



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 overflow 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 overflow 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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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 reported. 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.

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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:	<input type="radio"/> Existing to remain	<input type="radio"/> Installing new	<input type="radio"/> Reconstructing (explain below)	<input type="radio"/> None
Canopy:	<input type="radio"/> Existing to remain	<input type="radio"/> Installing new	<input type="radio"/> Reconstructing (explain below)	<input type="radio"/> None
Dispensers:	<input type="radio"/> Existing to remain	<input type="radio"/> Installing new	<input type="radio"/> Reconstructing (explain below)	<input type="radio"/> None

Explain the Islands/Canopy/Dispensers work:

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
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

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 overflow 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.

[1Site Plan Example.png](#) [Delete](#)

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.

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

Upgrade 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:

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

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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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.

Underground Storage Tank Contractor Portal User's Manual

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

Upgrade Permit Application - ABC Branch : Peoria - State ID: IL009876

Payment

Please select whether you're going to pay online or whether you're going to mail in your payment with your permit application summary.
Note: Paying by mail will significantly increase the permit approval time.

☐ Pay Online
☐ Mail Payment

Back Exit Save & Continue

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

Payment

Please select whether you're going to pay online or whether you're going to mail in your payment with your permit application summary.
Note: Paying by mail will significantly increase the permit approval time.

☐ Pay Online
☒ Mail Payment

Mail Payment

If for some reason you are unable to pay online you can send a check or money order in the amount of \$200.00 (for each site). Please make payable to the Office of the Illinois State Fire Marshal. **Please note this will increase the permit approval time by up to 14 days.**

Office of the Illinois State Fire Marshal
Attn: Division of Petroleum and Chemical Safety
1035 Stevenson Drive
Springfield, IL 62703

Back Exit Save & Continue






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.

Payment

Please select whether you're going to pay online or whether you're going to mail in your payment with your permit application summary.
Note: Paying by mail will significantly increase the permit approval time.

☒ Pay Online
☐ Mail Payment

Pay Online Do not close the browser window until the payment process is complete and the permit summary page is displayed.

We Accept:     

For issues with online payments contact OSFM - Division of Petroleum & Chemical Safety at 217-785-1020.

There is a convenience fee charged for using this system. The fee is not charged or collected by the Office of the State Fire Marshal or the City of Chicago. The Office of the State Fire Marshal or the City of Chicago do not receive any portion of the convenience fee. The convenience fee is charged by the payment processing company and will show on your credit card statement as a separate entry.

Click on the Illinois State Treasurer [JetPay link](#) to find out more information about convenience fees and to see a FAQ.

Exit Back Continue

JetPay

⚠ This site is currently in test mode.

fake A Payment - Payment Information - Illinois: State Fire Marshal

Cart Information | **Payment Information**

Billing Contact Information

Name*

Address*

Street Address Continued

City*

State*

Zip Code*

Email*

Mobile Phone*

Shopping Cart

UST Permits	\$200.00
Subtotal	\$200.00
Projected Card Fee	\$4.50
Projected eCheck Fee	\$0.00

Payment Details

UST Permits
\$200.00

[Cancel Transaction](#)

[Next Step: Add Payment Method](#)

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.

The screenshot displays a payment interface with two main sections: 'Payment Information' and 'Shopping Cart'.

Payment Information Section:

- Payment Method:** 'Credit Card' is selected. Logos for Visa, Mastercard, American Express, and Discover are shown.
- Fields:** Name on Card, Card Number, Expiration Month (01), Expiration Year (2018), Security Code, and Card Zip Code.
- Amount Due:** \$ 200.00
- Payment:** \$ 200 - 00
- eCheck:** An option with a checkbox and a small icon.
- Navigation:** 'Back to Payment Information' and 'Next Step: Review Payment' buttons.

Shopping Cart Section:

- Items:** UST Permits (\$200.00), Subtotal (\$200.00), Projected Card Fee (\$4.50), Projected eCheck Fee (\$0.00).
- Payment Details:** UST Permits \$200.00.
- Action:** 'Cancel Transaction' 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.

Please select your Payment Method

☐ Credit Card 

☒ eCheck 

Check Type

Account Type

Name on Check

Routing Number

Confirm Routing Number

Account Number

Confirm Account Number

Amount Due

Payment

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

Fill in your banking information and complete the transaction.

Cart Contents

ItemDescription	ItemAmount	MasterTransId	TransId	PayableId	TransDetailMultipleItemsId	PermitNumber
UST Permits	200.00	68255	68255	37034	0	126

Payment Information

There will be a service fee for using this system. This service fee is charged and collected by a third party. The [epay participant] will not collect this fee.

Credit Card

Electronic Check

Please fill in the green fields below

Card Number*

CVV*

Card Holder Name*

Expires: 10 - Oct 2014

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

Payment

Bill To Name	Payment Amount	Received	Authorization Code	Transaction ID	Action
osfm test	\$200.00	10/15/2014 10:41:49 AM	123456	68252	

Exit

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 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

5043336	Beck Bus	Taylorville	Install	2/3/2015	2/4/2015 1:58:29 PM	IL009876	Rejected for Additional Information	Edit View
---------	----------	-------------	---------	----------	------------------------	----------	---	---

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.

Tanks on the Permit

☒ There is an issue with this section
 ☐ Issue resolved

Reviewer's Comments

4/25/2018 9:50 AM

adfadfadf

Update Section

Tank #	Capacity	Product	Tank Status	Regulated Status
1	20,000	Gasoline	Not Installed	Federal

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.

[Permit Amend/Extend/Cancel](#)

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.

Tank #	Volume	Product	Status	Regulated Status
1	546	#2 Fuel Oil	Pre-1974 Tank In Ground	Exempt

Job Type	Tanks	Schedule Date	Start Time	End Time	Status	Inspector	Last Update	Updated By
No schedules to display								

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.

The dialog box titled "Select a document to view" contains two sections. The first section, "Granted Permit Documents", features a table with two columns: "Document Name" and "Created Date". It lists one document: "Permit Approved / Issued.pdf" with a creation date of "4/7/2018". The second section, "Associated Permit Documents", contains a table with a single column "Document Name" listing "PermitApplicationSummary.pdf", "test.pdf", and "test.pdf". A "Close" button is located at the bottom right of the dialog.

Document Name	Created Date
Permit Approved / Issued.pdf	4/7/2018

Document Name
PermitApplicationSummary.pdf
test.pdf
test.pdf

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.

The form is titled "Removal Permit Application - 5046415 - ABC Contractor - State ID: IL009876 - Permit Number: 00044-2018REM". Below the title is a section for "Payment - Extension". It includes instructions: "Please select whether you're going to pay online or whether you're going to mail in your payment with your permit application summary. Note: Paying by mail will significantly increase the permit approval time. Permit Extensions only modify the date this permit must be executed by. Extensions do not change any other terms or conditions applicable to the permit." There are two radio buttons: "Pay Online" and "Mail Payment". An "Exit" button is at the bottom left.

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.

The dialog box is titled "Reason for Amending Permit: 00044-2018REM". It features a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, and link. Below the editor is a "Begin Amendment" button and a "Cancel" button.

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.

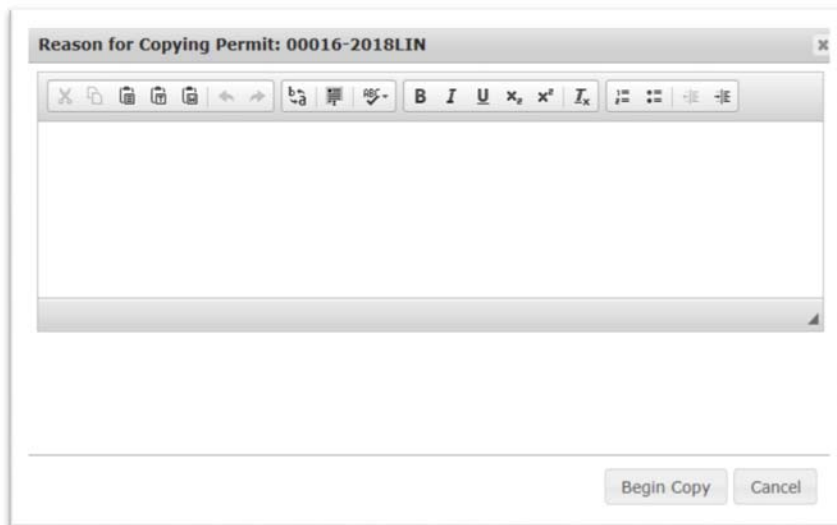
Schedule Permit: The Schedule Permit will open the Schedule Permit window where you can create schedules for the permit. You can also Cancel the permit and schedules from this window. Instructions for scheduling further on in this document.

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.

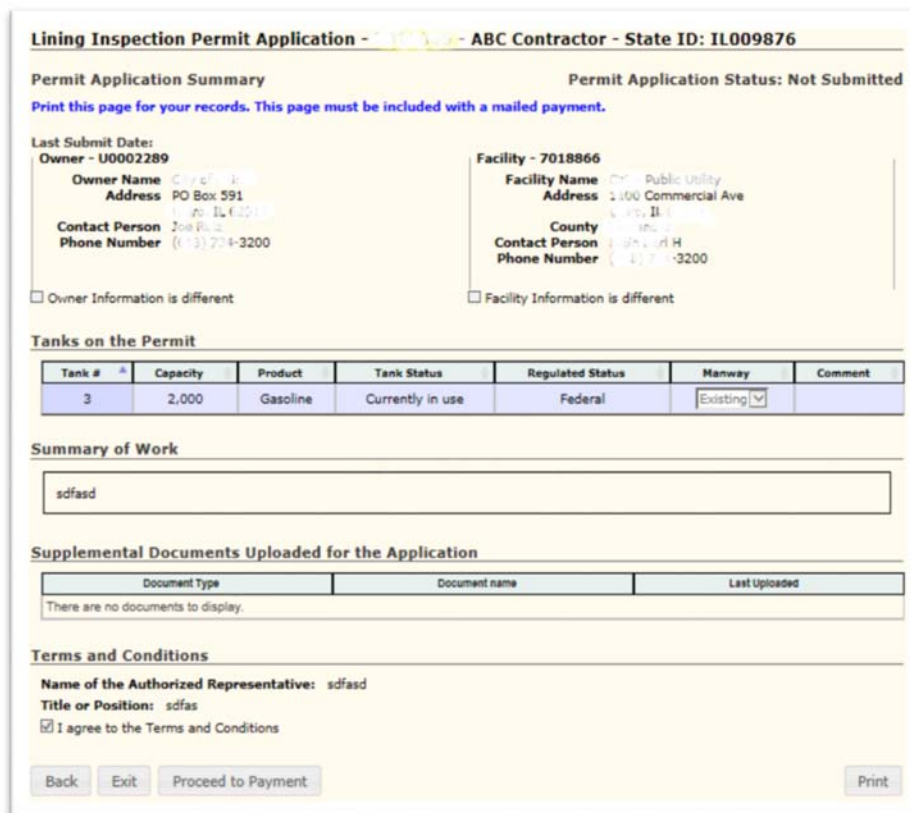
Click on the Replacement Permit button.



A dialog box titled "Reason for Copying Permit: 00016-2018LIN". It features a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and a text area. Below the text area are two buttons: "Begin Copy" and "Cancel".

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.



Lining Inspection Permit Application - ABC Contractor - State ID: IL009876

Permit Application Summary Permit Application Status: Not Submitted

[Print this page for your records. This page must be included with a mailed payment.](#)

Last Submit Date:
Owner - U0002289

Owner Name City of Chicago
Address PO Box 591
Chicago, IL 60601
Contact Person Joe R. H.
Phone Number (815) 704-3200

☐ Owner Information is different

Facility - 7018866
Facility Name City of Chicago Public Utility
Address 1000 Commercial Ave
Chicago, IL 60601
County Cook
Contact Person Joe R. H.
Phone Number (815) 704-3200

☐ Facility Information is different

Tanks on the Permit

Tank #	Capacity	Product	Tank Status	Regulated Status	Manway	Comment
3	2,000	Gasoline	Currently in use	Federal	Existing <input checked="" type="checkbox"/>	

Summary of Work

sdfasd

Supplemental Documents Uploaded for the Application

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

Terms and Conditions

Name of the Authorized Representative: sdfasd
Title or Position: sdfasd
☒ I agree to the Terms and Conditions

BackExitProceed to Payment

Print

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 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 entries

Permit Number / Info	Facility #	Facility Name	City	Permit Type	Expiration Date	Permit Status	Schedule Permit	Last Submit Date
01044-2013UPG	3020800	Ayerco 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 unforeseen 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:

Create New Schedule

Job Type

Available Tanks
[Check all](#) [Uncheck all](#)

Include Tank	Tank Number	Capacity	Product
<input checked="" type="checkbox"/>	5	8,000	Gasoline
<input checked="" type="checkbox"/>	6	6,000	Gasoline
<input checked="" type="checkbox"/>	7	6,000	Diesel Fuel

Scheduling
 Date of Work: Next available: 2/4/2015
 Start Time 10:00 AM End Time 12:00 PM
 Special Conditions
 Contact Name
 Phone
 Notes

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.

Permit Details
 Permit Number: 00000-2015-001
 First day to schedule: 2/1/2015
 Last day to schedule: 2/28/2015

Month: February, 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

☐ Available
 ☐ Unavailable
 ☐ Available date in previous/next month
 ☐ Weekend

Instructions
 - Select the date to be used for the permit schedule by clicking the underlined date number.
 - Dates that are not underlined are not eligible for the permit or job type, or an inspector is not available.

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.

Work shall only begin on or after the first business day after: 2/3/2015

Active Schedules

Resend Schedule Confirmation Email Print Schedule Confirmation Create New Schedule

Tanks	Job Type	Date	Start Time	End Time	Notes / Contractor
5, 6, 7	Install	2/4/2015	10:00 AM	12:00 PM	Cancel Submitted Schedule
5, 6, 7	Final	2/25/2015	10:30 AM	12:30 PM	Edit Delete

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

Submit Schedules to OSFM

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.

Create New Schedule

Job Type: Precision Test

Testing Contractor

License Number: [Search](#)

Name:

Available Tanks

[Check all](#) [Uncheck all](#)

Include Tank	Tank Number	Capacity	Product
<input checked="" type="checkbox"/>	15	2,900	Hazardous Substance
<input checked="" type="checkbox"/>	46	5,000	Hazardous Substance
<input checked="" type="checkbox"/>	52	10,000	Hazardous Substance

Scheduling

Date of Work: Next available: 2/3/2015

Special Conditions

Contact Name:

Phone:

Notes:

Cancel Save

Contractor Search Screen - Internet Explorer

Contractor Number:

Contractor Name: [Search](#)

5 results returned.

Show 25 entries

Contractor List

Contractor Number	Contractor Name	Contractor Address	Contractor City	Contractor County
IL1221	Jacob Johnson	Rr #1 Box 1773	Pittsfield	
IL1418	Johnson Concrete Const. Co., Inc.	107 Arthur Ave.	Des Moines	
IL2012	Johnson Construction	20049 South Marlin Court Suspended Until 9-7-97	Lynwood	
IL938	Kent Johnson Builder	202 Walnut St.	Port Byron	
IL1809	L.R. Johnson & Son	37W861 McKee Rd	Batavia	

Showing 1 to 5 of 5 entries

Previous Next

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.

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

☒ Show Active Permit(s)
☐ Show All Permit History

Permit List

Show 10 entries Search:

Permit Number / Info	Facility #	Facility Name	City	Permit Type	Expiration Date	Permit Status	Schedule Permit	Last Submit Date
00032-2015CAT	5011044	Raymond Shell	Raymond	Cathodic Protection	1/28/2016	Extension Granted	Schedule Permit	1/27/2015
00035-2015LTN	5042054	Casey's General Store #2452	Chatham	Lining Inspection	1/28/2016	Extension Granted	Schedule Permit	1/27/2015
00043-2015ENT	2001982	Bridgeview Aerosol	Bridgeview	Tank Entry	7/28/2015	Approved / Issued	Schedule Permit	1/28/2015
00044-2015ARN	5006087	Pana BP	Pana	Abandon in Place	7/28/2015	Approved / Issued	Schedule Permit	1/28/2015

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

Details for Permit: 00043-2015ENT

Facility Number: [2001982](#)

Facility Name: Bridgeview Aerosol

Address: 8407 S 77th Ave

County: Cook

Permit Status: Approved / Issued

Permit Expiration Date: 7/28/2015

Tanks on Permit

Tank #	Volume	Product	Status
15	2,900	Hazardous Substance	Currently in use
46	5,000	Hazardous Substance	Currently in use
52	10,000	Hazardous Substance	Currently in use

Showing 1 to 3 of 3 entries Previous Next

Permit Schedules

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

Showing 1 to 2 of 2 entries Previous Next

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”.

Lining Inspection Permit Application - 5035595 - ABC Contractor - State ID: IL009876

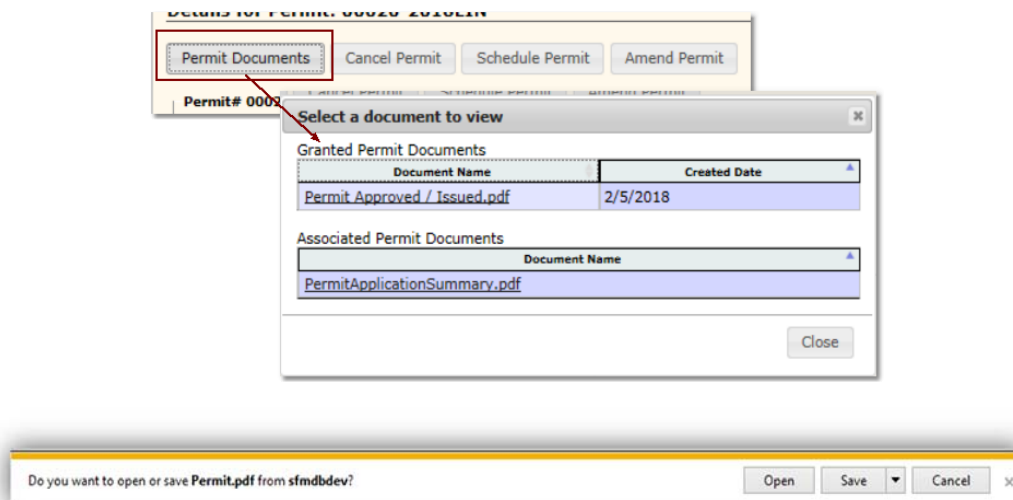
Payment - Extension

Please select whether you're going to pay online or whether you're going to mail in your payment with your permit application summary.
 Note: Paying by mail will significantly increase the permit approval time.

Permit Extensions only modify the date this permit must be executed by. Extensions do not change any other terms or conditions applicable to the permit.

☐ Pay Online
☐ Mail Payment

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

Welcome to the Unexpired Permits **Public Inquiry** page. It is OSFM policy to make the fullest possible disclosure of information without unjustifiable expense or unnecessary delay to any requester. If additional information is required, please visit the [FOIA Request](#) page. Before making a request, please make sure the information you seek is not already available on the OSFM Web site.

Facility Number:
Facility Name:
Facility Address:
City:
County:

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.

Contractor Permit(s): ABC Contractor - State ID: IL009876						
Previous	September, 2013					Next
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day	3	4 Carman Fac#3020800 Permit #00714-2013REM Rem 8:30 AM - 3:30 PM	5	6	7
8	9	10 Carman Fac#3020800 Permit #00715-2013INS TK job Air on Hrs 10:00 AM - 12:00 PM	11	12	13	14
15 Carman Fac#3020800 Permit #00715-2013INS Air/Nitrogen on sec Air/Nitrogen on pipe 10:00 AM - 12:00 PM Cont Test 10:00 AM - 12:00 PM	16	17	18	19	20	21
22	23	24	25 Carman Fac#3020800 Permit #00715-2013INS Final 10:00 AM - 12:00 PM	26	27	28
29	30	1	2	3	4	5

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

Show entries

<input type="checkbox"/>	Facility #	Facility Name	City	Tanks	Job Type	Date	Notes	Status	
<input type="checkbox"/>	5002413	J.M. Huber Corporation	Quincy	9,10	Corrosion Protection Testing - Sacrificial Anodes	2/28/2014		Not scheduled	Edit
<input type="checkbox"/>	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

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

Show entries

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

Showing 1 to 10 of 33 entries

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

Create Schedule

Facility Information

Facility Number: [Search](#) [Clear](#)

Facility Name:

Facility Tanks

[Check all](#) [Uncheck all](#)

Include Tank	Tank Number	Capacity	Product	Tank Status
<input type="checkbox"/>				

Tests to Perform

☐ Precision Tank Testing
☐ Precision Line Testing
☐ Corrosion Protection Testing - Sacrificial Anodes
☐ Corrosion Protection Testing - Impressed Current
☐ Cleaning of Tank Interstice After a Release

Scheduling

Date of Work: Next available: 10/29/2018

Special Conditions

Contact Name

Phone

Notes

[Cancel](#) [Save](#)

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

Create Schedule

Facility Information

Facility Number: [Search](#) [Clear](#)

2040853

Facility Name: 7-Eleven #33145

Facility Tanks

[Check all](#) [Uncheck all](#)

Include Tank	Tank Number	Capacity	Product	Tank Status
<input type="checkbox"/>	1	15,000	Gasoline	Currently in use
<input type="checkbox"/>	2	10,000	Gasoline	Currently in use

Tests to Perform

☐ Precision Tank Testing
☐ Precision Line Testing
☐ Corrosion Protection Testing - Sacrificial Anodes
☐ Corrosion Protection Testing - Impressed Current
☐ Cleaning of Tank Interstice After a Release

Scheduling

Date of Work: Next available: 10/29/2018

Special Conditions

Contact Name

Phone

Notes

[Cancel](#) [Save](#)

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)

UST Search Contractor Search Permit Search Disclaimer Statistics & Reports Help

Division of Petroleum & Chemical Safety

Welcome to the UST Public Inquiry page. It is OSFM policy to make the fullest possible disclosure of information without unjustifiable expense or unnecessary delay to any requester. If additional information is required, please visit the [FOIA Request](#) page. Before making a request, please make sure the information you seek is not already available on the OSFM Web site.

Facility Number:

Facility Name:

Facility Street Address:

Facility City:

Exact Match on City: ☐

Facility Zip Code:

Facility County:

Facility Owner:

Last Name or Business Name

Facility Ownership Type:

Motor Fuel Type:

Tank Product:

IEMA Number:

ex. 02-1234 (yr-number)

Facility Status:

Facility Type:

Search Clear

Instructions for UST Search

8 HELP INFORMATION

[Contractor Information/License Manual](#)
[Help Manual](#)
[TeamViewer Download](#)

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.