

Petroleum Bulk Storage/Gasoline Dispensing Sites REGISTRATION INSTRUCTIONS

Who Must Register:

A facility may have to register as a Petroleum Bulk Storage (PBS) facility, as a Gasoline Dispensing Site (GDS) or as both. A site must be registered as a PBS facility if it has:

- a combined motor fuel storage capacity of more than 1,100 gallons, or
- a heating oil storage tank with a capacity of more than 1,100 gallons, or
- any size stationary waste oil storage tank (excludes drums)

A facility must register as a GDS if gasoline is dispensed from a storage tank with a capacity greater than 250 gallons into vehicle fuel tanks or into portable containers used to fuel any motor.

STEP 1. Application.

Section A: If unknown, leave PBS Number and Vapor Recovery ID blank. For new facilities, the Department will assign these numbers. The remainder of Section A must be filled out in its *entirety* or the application will be rejected. Private homeowners should provide the last four digits of their SSN as the federal tax ID.

Section B: PBS facilities must list all in-service and temporarily-out-of-service petroleum storage tanks at the site. GDS facilities must list all in-service and temporarily out-of-service gasoline tanks. Use the key codes at the bottom of the page to indicate how the tank is equipped. List one tank per line and enter one selection per box. Two entries may be made in columns with dotted separators. Installation dates must be provided. If an exact date cannot be established, provide your best estimate.

STEP 2. Site Plan.

A site plan must be submitted with every registration renewal. The plan must be on 8½"x11" paper and clearly show the location of all tanks, piping and associated equipment. Hand drawings are acceptable and the drawing need not be to scale. At a minimum, the following information should be included: property lines; buildings; adjacent streets with names; all tanks labeled with their ID numbers (listed under "tank number" on registration certificate and under "tank #" on the FIR); storm drains; any non-stationary tank, drum, or container areas.

STEP 3. Additional Documentation.

Applicable documentation listed below must be submitted with your registration or it will be rejected.

- GDS facilities with Stage II vapor collection systems must attach a copy of the most recent pressure decay and liquid blockage ('dry/wet') test report (must be within last 5 years).
- If you are filing a Change of Ownership, attach a copy of the first page of the deed.
- If you are reporting a Substantial Modification, include a copy of the closure report, installation report, or repair report.
- For all entries of "Other" in Section B, Tank Information, a description must be provided on a separate sheet of paper listed by Tank ID.

STEP 4. Fees and Payment.

Registration fees are required for new facilities, changes of ownership and registration renewals. PBS fees are based on the number of active and temporarily out-of-service tanks at the facility. GDS fees are a flat rate of \$300 per facility. Submit one check or money order per facility, payable to the Westchester County Department of Health.

PBS Fee Schedule:	1 tank	\$300
	2 tanks	\$480
	3 tanks	\$600
	Each additional tank	Add \$60 per tank

GDS Fee Schedule:	Stage I and/or II Vapor Collection System	\$300
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Example: The registration fee for a gas station with 5 active tanks and 1 temporarily out-of-service tank and Stage I and Stage II vapor collection systems is \$780 (6 PBS tanks) + \$300 (GDS) = \$1080.

Step 5. Mail.

KEEP A COPY OF YOUR SUBMITTAL. The Department is not responsible for lost mail and you may be required to resubmit your application. Mail all required documentation to:

Westchester County Department of Health
8th Floor - Petroleum Bulk Storage Section
145 Huguenot Street
New Rochelle, NY 10801

Upon receipt of an acceptable application, a certificate and updated Facility Information Report will be mailed to you. Review the documents for accuracy. If they are accurate, the Authorized Representative or Owner of the facility must sign the certificate and post it conspicuously at the facility. Do not mail signed certificates to the Department.

Article XXV, Petroleum Bulk Storage Code
Article XXVI, Gasoline Dispensing Sites and Transport Vehicles
Website: www.westchestergov.com/health/pbs.htm
Phone: 914-813-5161