

Date Prepared 05/2001  
Revised 2/23/09 P Watt  
Prepared By Carla McGreevy

**BMP Physical Plant #2**

**TITLE:** Petroleum Tank Registration

**Regulatory Citation:** 6 NYCRR Part 612.6

**Applicability:** Owners of any facility storing greater than 1,100 gallons of petroleum products (i.e. fuel oil, motor oil, waste oil, gasoline, diesel, hydraulic oil, etc.).

**Purpose:** Proper registration of Petroleum Bulk Storage (PBS) Facilities.

**Person or**

**Department Responsible:** Exec Mgr Physical Plant Director

**Schedule:** PBS registration must be submitted to the NYSDEC within 30 days prior to the installation of a petroleum tank. The registration must be renewed every five years.

In addition, whenever a new tank is added or a tank is removed HVCC must submit PBS application (see attachment) form to the NYSDEC within 30 days prior to the modification.

**Procedures:** The Exec Mgr will prepare the application form and submit **to:**

NYSDEC Region 4 Office  
1150 Westcott Road  
Schenectady, New York 12306  
(518) 357-2045

The form must be accompanied by the appropriate fee outlined in 6NYCRR Part612.3 (a). Once the registration is received by HVCC it must be posted in the Physical Plant Office.

**Record keeping:** Registration form

**Record Location:** Physical Plant Office, Lapan Services Building, copier room

**Contact:** Director of Environmental, Health and Safety (629-7163)  
Exec Mgr Physical Plant 629-7427