Underground Storage Tanks Online Annual Tank Renewal

USER GUIDE

The UST Online Tank Renewal can be found at www.programs.iowadnr.gov/dotte
Information about Iowa’s Annual Tank Renewal process can be found on the Home page as shown below.

Notice there is a link to our Frequently Asked Questions document.

Before you begin…..
In order to complete the online renewal you will need to be knowledgeable of the operators at the site and be able to answer operational compliance questions about the site’s UST system.
You may also need to attach the following:

- Current Iowa Certificate of Insurance if your financial responsibility expires prior to March 1.
- Copy of A/B Operator Training Certificate if a new A/B Operator is added.

At the end of the renewal you will have the choice to pay online via eCheck or print your completed renewal and mail it with a check. Credit card payments are not accepted at this time.

Now that you’re ready; simply follow the steps in the screen shots below to complete your online renewal.
STEP 1: CREATE A LOGIN

A valid Iowa Enterprise A&A username and password will be required in order to use the application. Click Create an Account at the top of the UST Online Renewal application login page to obtain an Iowa Enterprise A&A account if you do not already have one.

Anyone will be able to create an A&A account to pay tank management fees. Typically this would be the Owner, A/B Operator, or Authorized Representative.

NOTE: If you already have an A&A account with the State of Iowa then you can simply Sign In using that same account.

If you forgot your Password or Login ID, you will need to click the “Forgot Password” or “Forgot Id” Tab at the top of the page.
STEP 2: SEARCH

Single Site Owners:
You can search using your 9 digit UST Registration Number or site city.

Multi Site Owners:
You can search using the 9 digit UST Registration Number for one of your sites. Once selected the system will ask if you’d like to search all of your sites.

-OR-
You can search by Distribution center number (if you own more than 1 facility). Your Distribution center number can be found on any one of your sites in the Tanks Database under the affiliates tab.

MULTIPLE SITES:
You can search 1 site and select it. The system will recognize that your site is part of a distribution center and you will see this “Pop-Up”.

If you select YES the system will automatically search all sites in your distribution center.

STEP 3: SELECT YOUR SITES

Select the sites you want to renew and click the Continue to Renewal button.

If you forget to select a site you can return to add the site later.
STEP 4: SITE SELECTION REVIEW

This screen allows you to do the following:

- See all of the sites you will be renewing and the total fees due for each site.
- Expand each site to see the tanks/compartments that you are renewing.
- Keep track of which step of the renewal process you are on for each site.
- Sort your sites by Registration Number, Site Name, or City if renewing multiple.

Expanded View:

Click on the + next to the registration number to expand each site. Notice some compartments are temp closed and some are active.

SAVE & RETURN

If at anytime during the renewal, your session times out or you need to save and come back; you will return to the Site Selection Review screen the next time you login.
STEP 5: CONTACT INFORMATION

The information on this page is prepopulated from the Tanks Database. Review the contact information listed for accuracy. If no changes are needed then click Continue.

If there is no contact listed for Tank Operator or Authorized Representative, it is okay to leave it blank.

Contact Information

Review and update the contact information in the fields below for the site owner, site lessee or tank operator and authorized representative.

Note: If the information looks correct, make no changes and continue to the next page.

Site Owner

Site Lessee / Tank Operator

Authorized Representative

Note: Owner: "Owner" for purposes of active underground storage tanks refers to the person or corporate entity that owns the USTs used for storage or dispensing of petroleum. In some cases the owner of the property may be deemed to be the tank owner.

Note: Operator/Lessee: "Operator/Lessee" means any person who leases, operates, controls, supervises, or has the responsibility for the daily operation of a UST facility, or any person who has the authority to operate, control or supervise the daily operation of a UST facility.

Note: Authorized Representative: "Authorized Representative" is the primary contact for correspondence if different than owner/operator. Leave blank if same as Owner/Operator.

Uncheck "No Change Needed"

Contact Needs Updated:

If contact information for Owner, Operator, Lessee, or Authorized needs updated, you will uncheck the No Change Needed box. The fields will unlock so you can make the appropriate changes.
STEP 6: CLASS A AND B OPERATORS

The information on this page is prepopulated from the Tanks Database. Review the Class A and B Operators to ensure they are correctly listed for your site.

If no changes are needed then click Continue. Update Class A and B Operators same as the Contact Information screen.

Class A and B Operator

Review and update the contact information in the fields below for the site's class A and B operators.

Note: Class B Operator must be located within 4 hours travel time of site. For NEW Operators, a copy of their training certificate must be provided. If the information looks correct, make no changes and continue to the next page.

Class A Operator

Note: “Class A Operator” has overall responsibility for the facilities assigned to them, is knowledgeable of statutory & regulatory requirements, and maintains appropriate records. This class of operator is usually an owner or an environmental manager for a company with multiple facilities.

Class B Operator

Note: “Class B operator” implements the day-to-day aspects of UST operations, maintenance and record keeping according to regulatory requirements. This class of operator has direct management at 1 or more facilities and monitors the status of UST system leak detection. This is normally the local manager of the facility.

Adding a New Operator:

If a new Operator is added you will need to upload the operator’s Training Certificate in order to receive your annual tags.

You only need to upload the Operator’s certificate one time if adding them to multiple sites.
STEP 7: FINANCIAL RESPONSIBILITY

The information on this page is prepopulated from the Tanks Database. Review that the information for accuracy.

If the Expiration Date is prior to March 1, you will need to upload a copy of your current financial responsibility.

If uploading an Iowa Certificate of Insurance; it must be in the correct format. Click “View Example” to see the accepted format. Accord Certificates are NOT ACCEPTED.

NOTE: PMMIC Insured do not need to upload their current Certificate of Insurance.

Expired Insurance:

If your current financial responsibility is expired you will see this “Pop-Up”.

Your uploaded document will be reviewed prior to tags being issued.

Please ensure you upload the appropriate documents if needed.
STEP 8: OPERATIONAL COMPLIANCE QUESTIONS

The date of the last Biennial Compliance Inspection is prepopulated from the Tanks Database.

If your site has not had a compliance inspection within the last 2yrs, annual tags will not be issued. Please ensure you don’t have any outstanding compliance violations from your last inspection.

You will need to verify that you don’t have any major outstanding compliance violations from your last inspection.

ACTIVE TANKS: You need to answer the following questions about all active tanks on site.

TEMPORARILY CLOSED TANKS: You need to answer the following questions about all temporarily closed tanks on site.
STEP 9: CERTIFICATION OF COMPLIANCE

You will certify that the information in the renewal submission is true, accurate, and complete. Signature requires First and Last name.

Click Save and Continue when you are done.

NOTE: You cannot edit the information after you certify and continue.

STEP 10: REVIEW SITES & CONTINUE

You will return to the Site Selection Review screen.

Notice it shows your renewal status is Complete. Now you can continue the renewal for your next site in the list or you will click Continue and go on to pay your renewal.
LAST REMINDERS:
You will receive this pop-up just before the last screen to pay.

You are once again reminded that Online Submission and Payment of Tank Fees does not mean your site is authorized to operate.

Any Outstanding items that are required for renewal will be highlighted in a red box as shown below. You will be allowed to continue and pay but please note your tags may not be issued.
STEP 11: SUBMIT & PRINT OR PAY WITH ECHECK (ACH)

You made it to the end! How would you like to pay?

1. You can pay by Mail
   - Click Submit and Print to print your completed tank management form.
   - Sign the completed form.
   - Mail your form along with check payment to the DNR UST Section.

2. You can pay via eCheck (ACH)
   - Click Submit and Pay with eCheck (ACH) to make your check payment online.

NOTE: There is NO Fee to pay via eCheck.

Credit Card Payment online is not available at this time.

---

**Pay By Mail**

Form must be printed and mailed with check to the UST Section.

Checks mailed without the Form will be returned to sender.

---

**Pay with eCheck ACH**

Enter payment information into US Bank website.

There is no need to mail your form if you pay online.