

## Can (or should) I change a UST Tank ID Number?

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**Answer:** CERS allows it but the tank ID number should never be changed except in very unusual circumstances. Tank records cannot be deleted, so when a UPA accepts a submittal that includes a change to the UST Tank ID number, CERS counts the new Tank ID number ***as an additional tank***.

CERS allows a business user to change a UST tank ID. The user selects the 'edit' button and gets the following warning pop-up warning screen that allows the user to change the ID number.

The screenshot shows the CERS Business portal interface. At the top, there are navigation tabs: Home, Submittals, Facilities, Compliance, and My Business. The main heading is "UST Tank Information/Monitoring Plan: Dans Test Site". Below this, there are instructions and a "Type of Action" section with radio buttons for "Confirmed/Updated Information", "New Permit", "Renewal Permit", "Temporary UST Closure", "UST Permanent Closure on Site", and "UST Removal". The "Facility Information" section shows "Dans Test Site" at "123 Main St, Soquel, CA 95073". The "Tank Description" section includes fields for "Tank ID #", "Date UST System Installed", "Date Existing UST Discovered", "Tank Configuration", and "Number of Compartments in the Unit". A red arrow points to the "Edit" button next to the "Tank ID # 1" field.

The screenshot shows a "Edit Tank ID" warning dialog box. It has a warning icon (a red triangle with an exclamation mark) and the following text: "The Tank ID is used in local and state reporting systems to identify your tank(s). If you have previously submitted this Tank ID, do not change it without consulting with your local regulator." Below the text is a text input field labeled "Edit Tank ID" with the value "1" entered. At the bottom of the dialog are two buttons: "Change Tank ID" and "Cancel".

**Problem:** When a UPA accepts a submittal that includes a change to the UST Tank ID number, CERS counts the new Tank ID number ***as an additional tank***. For example, a UPA has accepted a submittal with three tanks with tank IDs 01, 02, and 03. Subsequently the business makes a submittal and changes

the tank ID numbers to tanks 1, 2 and 3, deleting the leading zero for each. Once the UPA accepts this new submittal, CERS counts these three tanks separately from tanks 01, 02 and 03 so the tank count in CERS is six tanks for the site even though they only have three tanks.

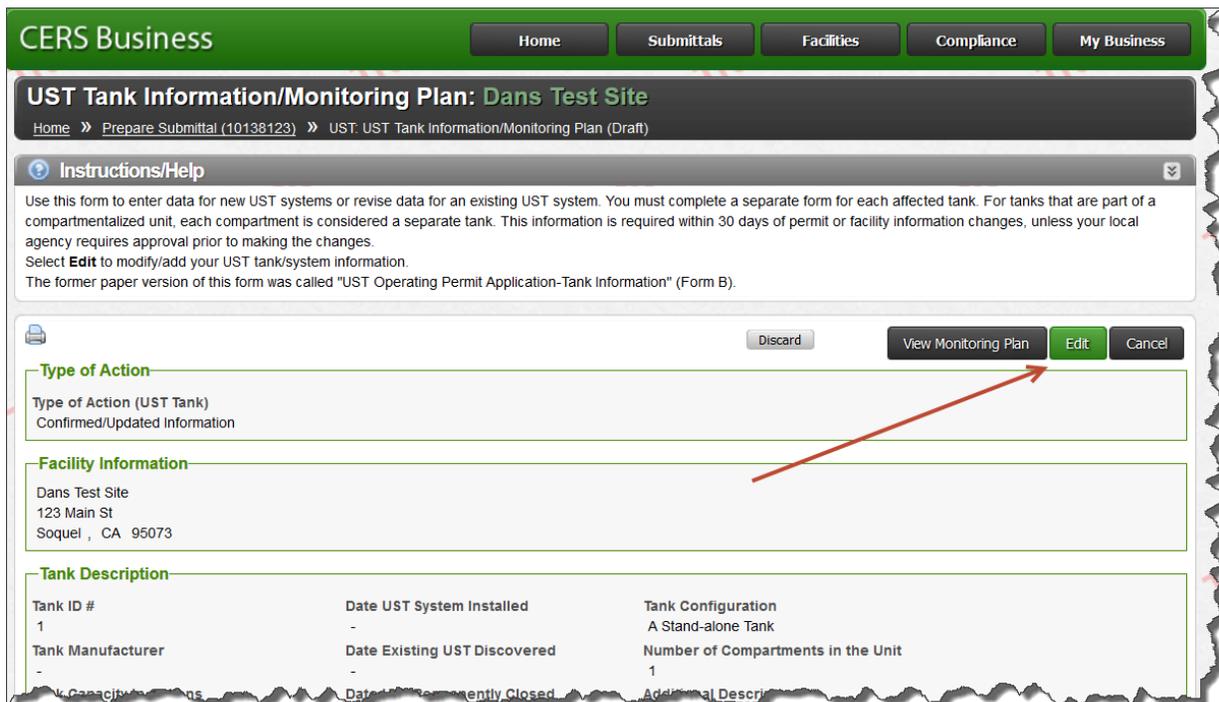
### Business confirmation process for renumbered tanks:

If the facility has reported new tank ID numbers for existing tanks and the UPA has accepted the submittal, the facility will need to make a subsequent submittal to provide notification that some tank IDs have been changed and, as a result, CERS incorrectly reports the number of tanks.

- Business User selects the tank record from their most recent accepted submittal. They can also select the 'edit' button on the right to skip the next step.



- If the tank was selected, now select the 'edit' button.



- Make sure that the first radio button, 'Confirmed/Updated Information' is checked. Then add the following comment to the 'additional description' field:
  - This tank was previously Tank ID xxx (provide the correct **original** tank ID number). CERS does not allow deleting a tank record.

Then select the 'save' button and complete the submittal process.

The screenshot shows a web form for UST Tank registration. At the top right, there are buttons for 'Discard', 'Copy from Other UST Tank', 'Save', and 'Cancel'. The form is divided into several sections:

- Type of Action:** A dropdown menu for 'Type of Action (UST Tank)' is set to 'Confirmed/Updated Information'. Other options include 'New Permit', 'Renewal Permit', 'Temporary UST Closure', 'UST Permanent Closure on Site', and 'UST Removal'.
- Facility Information:** The address is 'Dans Test Site, 123 Main St, Soquel, CA 95073'.
- Tank Description:** This section contains several fields:
  - Tank ID #:** '1' with an 'Edit' button.
  - Tank Manufacturer:** An empty text field.
  - Tank Capacity In Gallons:** '5000'.
  - Date UST System Installed:** An empty date field.
  - Date Existing UST Discovered:** An empty date field.
  - Date UST Permanently Closed:** An empty date field.
  - Tank Configuration:** Radio buttons for 'A Stand-alone Tank' (selected) and 'One in a Compartmented Unit'.
  - Number of Compartments in the Unit:** '1'.
  - Additional Description:** An empty text area.
- Tank Use and Contents:** A section partially visible at the bottom left.
- Tank Construction:** A section partially visible at the bottom right.

A red arrow points from the 'Save' button in the top right corner to the 'Confirmed/Updated Information' radio button in the 'Type of Action' section.