

## SCHEDULING FORM FOR PETROLEUM STORAGE TANK SYSTEMS

OKLAHOMA CORPORATION COMMISSION  
 PETROLEUM STORAGE TANK DIVISION  
 P.O. Box 171  
 Oklahoma City, OK 73101

Facility Number (blank if new): _____ Date of Activity: _____ Underground Storage Tank System: <input type="checkbox"/> Aboveground Storage Tank System: <input type="checkbox"/>	<b>STATE USE ONLY</b> DATE RECEIVED: _____ A. Date entered into computer: _____ B. Data entry clerk initials: _____
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### GENERAL INFORMATION

The Petroleum Storage Tank Division must be notified of all petroleum storage tank system activities via this scheduling form or PST Portal. Forms submitted with incomplete information will not be accepted. Submit form via email to [PSTscheduling@occ.ok.gov](mailto:PSTscheduling@occ.ok.gov). All scheduled activities will receive a confirmation number. If you do not receive this number from PSTD, please contact us to verify that the scheduling form was received.

I. OWNER INFORMATION	II. FACILITY INFORMATION
Owner Name (Corporation, Individual, Public Agency) _____ Mailing Address _____ City & State                      Zip Code (   )                                      (   ) Phone Number                      Mobile Number (   ) Fax Number                          E-mail Address	Facility Name or Company Site Identifier, as applicable _____ Physical Address (PO Box <u>NOT</u> acceptable) _____ City & State                      Zip Code _____                                      (   ) County                                  Facility Phone Number _____ Contact Person & Title

### III. LICENSEE INFORMATION

Licensee Name and License No. _____ Company Name and Phone Number	Consultant Name (if required) and License No. _____ Company Name and Phone Number
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### IV. ACTIVITY TYPE

<input type="checkbox"/> Tank Tightness Testing (Prior notice)	<input type="checkbox"/> Tank Installation (48 hour notice)
<input type="checkbox"/> Line Tightness Testing (Prior notice)	<input type="checkbox"/> Line Installation (48 hour notice)
<input type="checkbox"/> Line Leak Detector Testing (Prior notice)	<input type="checkbox"/> Tank Removal (14 day notice)
<input type="checkbox"/> ATG Testing (Prior notice)	<input type="checkbox"/> Line Removal (14 day notice)
<input type="checkbox"/> Containment Sump Testing (Prior notice)	<input type="checkbox"/> Tank Repair (Prior notice)
<input type="checkbox"/> Sensor Testing (Prior notice)	<input type="checkbox"/> Line Repair (Prior notice)
<input type="checkbox"/> Spill Prevention Testing (Prior notice)	<input type="checkbox"/> Biofuel Compatibility (30 day notice)
<input type="checkbox"/> Overfill Prevention Testing (Prior notice)	<input type="checkbox"/> Internal Lining Inspection (48 hour notice)
<input type="checkbox"/> Cathodic Protection Certification (Prior notice)	<input type="checkbox"/> Other Repairs (specify below) (Prior notice)
<input type="checkbox"/> Cathodic Protection Repair (Prior notice)	

**V. ACTIVITY DETAIL**

**List of detailed description of the scheduled activity.**

**INSTALLATIONS:** All tank installations must perform an analysis of the installation site prior to the system's construction and be attached with scheduling forms. The analysis must include, at a minimum, the following:

- 1.) A determination of local soil conditions.
- 2.) The level of the water table in the area.
- 3.) Drainage conditions.
- 4.) The presence of any underground utility lines or conduits.

**REMOVALS:** When scheduling a removal, a site map of where samples are to be taken should be attached to the scheduling form.