

ASCA Storage Tank System Operating Permits Policy

1. Background

Section 30.1 of the *Safety Codes Act (the Act)* authorizes the Minister, by Ministerial Order, to establish the Alberta Safety Codes Authority (ASCA). The Safety Codes Authority Order, section 4(1)(f), specifically delegates to ASCA the responsibility for administering Part 4 of the National Fire Code (Alberta Edition) (NFC(AE)) within areas of the province that are not accredited to administer Division B, Part 4 of the NFC(AE).

Section 10 of the Act provides that the Council, and by extension ASCA in its delegated capacity, may establish policies and procedures necessary to ensure compliance with the codes and standards adopted or incorporated by regulation. This includes the authority to set requirements that supplement or clarify provisions of the NFC(AE) where needed to maintain public safety, environmental protection, and regulatory consistency.

In the 2019 edition of the NFC(AE), Division C, section 2.2.5.2, established explicit requirements for the registration of storage tanks, including the submission of specific information to the Authority Having Jurisdiction (AHJ). In the 2023 edition, this section was amended to remove those explicit requirements and instead state that the use or filling of a storage tank must meet the requirements of the AHJ. This means each AHJ must develop requirements for the registration and submission of information to the AHJ.

2. Purpose

This policy reinstates the requirements removed from the NFC (AE) 2023 and is consistent with ASCA's delegated authority under the Act. This policy is required to ensure that ASCA maintains clear, enforceable requirements for the use and maintenance of flammable liquids or combustible liquids storage tanks within its jurisdiction. It ensures that ASCA can continue to enforce consistent safety, compliance, and reporting standards for storage tank systems.

3. Policy Objective

This policy establishes the requirements for the use and reporting of storage tank systems within ASCA's jurisdiction, ensuring clarity, consistency, and enforceability in the absence of explicit provisions in the NFC(AE) 2023. By reinstating the core elements previously set out in section 2.2.5.2 of Division C of the NFC(AE) 2019, and incorporating additional operational and enforcement measures, the policy aims to:

- Maintain a comprehensive framework for storage tank registration, permitting, and compliance monitoring.
- Support effective oversight and enforcement to mitigate risks to public safety, property, and the environment.

- Ensure that ASCA can continue to fulfill its mandate under the Act by providing clear regulatory requirements for stakeholders.
- Reinforce public confidence in ASCA's ability to administer and enforce safety standards consistently across its jurisdiction.

4. Definitions

Authority Having Jurisdiction (AHJ): The organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, installations, or procedures.

Flammable liquids or combustible liquids Storage Tank: Any aboveground or underground storage tank used for the containment of flammable liquids and combustible liquids subject to the exemptions set out in Division C 2.2.5.1(1) of the NFC(AE).

Registration: The process of providing the required storage tank information to ASCA for inclusion in its official storage tank records.

Annual Operating Permit: The official document issued by ASCA confirming that flammable liquids or combustible liquids storage tank is registered and authorized for use in its jurisdiction.

5. Roles and Responsibilities

5.1. ASCA is responsible for:

- 5.1.1. Receiving and processing flammable liquids or combustible liquids storage tank annual operating permit applications
- 5.1.2. Issuing annual operating permits and maintaining accurate and up-to-date records of all registered tanks.
- 5.1.3. Monitoring compliance with registration and operational requirements.
- 5.1.4. Initiating enforcement actions in cases of non-compliance, in accordance with ASCA enforcement procedures.
- 5.1.5. Coordinating with other authorities, suppliers, and stakeholders to support compliance and enforcement efforts.
- 5.1.6. Reviewing and updating operational requirements as necessary to reflect changes to the NFC(AE) or other applicable legislation.

5.2. Tank Owners and Operators are responsible for:

- 5.2.1. Verifying and updating current information through ASCA's digital platform, submitting required documentation, and paying the annual operating permit fee

5.2.2. Maintaining compliance with all requirements of this policy and the NFC(AE).

5.2.3. Notifying ASCA of any changes to ownership, location, or operational status.

6. Policy

6.1. Registration Requirement

6.1.1. No flammable liquid or combustible liquid storage tank may be used or filled within ASCA's jurisdiction unless it has been registered with ASCA in accordance with this policy.

6.2. Application for Registration

6.2.1. Owners must verify and update information annually through ASCA's digital platform as part of the operating permit renewal process.

6.2.2. Each compartment of a divided Storage tank is considered a separate part of the system and must be registered individually.

6.2.3. The following information must be verified and updated annually where applicable:

- a) Municipal address and legal land description of the tank location.
- b) Storage tank capacity, type (aboveground or underground), construction material, and product stored.
- c) Owner/operator name, mailing address, phone number, and email address.
- d) Date of installation and commissioning.
- e) Any additional information required by ASCA for oversight.

6.3. Registration Approval and Annual Operating Permit

6.3.1. Upon receipt of a complete application, ASCA will register the tank and issue an annual operating permit if the system complies with all applicable requirements.

6.3.2. The annual operating permit must be readily available for inspection at the premises where the storage tank is located, whether in physical or digital form, and provided upon request by ASCA or the Authority Having Jurisdiction.

6.4. Term, Validity, and Renewal of Annual Operating Permit

6.4.1. The annual operating permit expires on December 31 of the issuing year and must be renewed annually.

6.4.2. The annual operating permit is valid only for the specified storage tank system. Ownership changes must be reported to ASCA; the operating permit remains valid provided that all required information is updated. The permit is not transferable between locations.

6.5. Grounds for Cancellation

ASCA may cancel a registration if:

- 6.5.1. There are reasonable grounds to suspect the storage tank is leaking.
- 6.5.2. The storage tank has been withdrawn from service per Code requirements.
- 6.5.3. The storage tank has not been installed or is not operated in compliance with the NFC(AE) or other applicable codes, statutes, or regulations
- 6.5.4. The Storage Tank Information is found to be false or incorrect.
- 6.5.5. There are reasonable grounds to believe the Storage tank may pose a danger to persons, property, or the environment.

6.6. Modifications, Alterations, or Replacement

- 6.6.1. Owners must obtain a new alteration, replacement, or removal permit prior to undertaking any work on a registered storage tank. These permits will trigger updates to the operating permit as required.

6.7. Change of Ownership or Relocation

- 6.7.1. Owners must notify ASCA in writing within 14 days of the sale, lease, transfer, or relocation of a registered Storage tank.
- 6.7.2. ASCA may issue a new certificate reflecting the updated information.

7. Related Policies and Procedures

- Petroleum Storage Tank Contractor Approval Policy

8. Document Administration

Policy Lead:	VP, Service Excellence
Approved By:	President and CEO
Authority:	Delegation to the President and CEO Policy
Approved Date:	October 2, 2025
Effective Date:	October 2, 2025

9. Document History

Date	Notes
October, 2, 2025	New policy