

eSERVICES

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**HOW TO:**  
Apply for Storage Tank System  
Work Permit



**Safety  
Codes  
Council**

Alberta Safety Codes Authority

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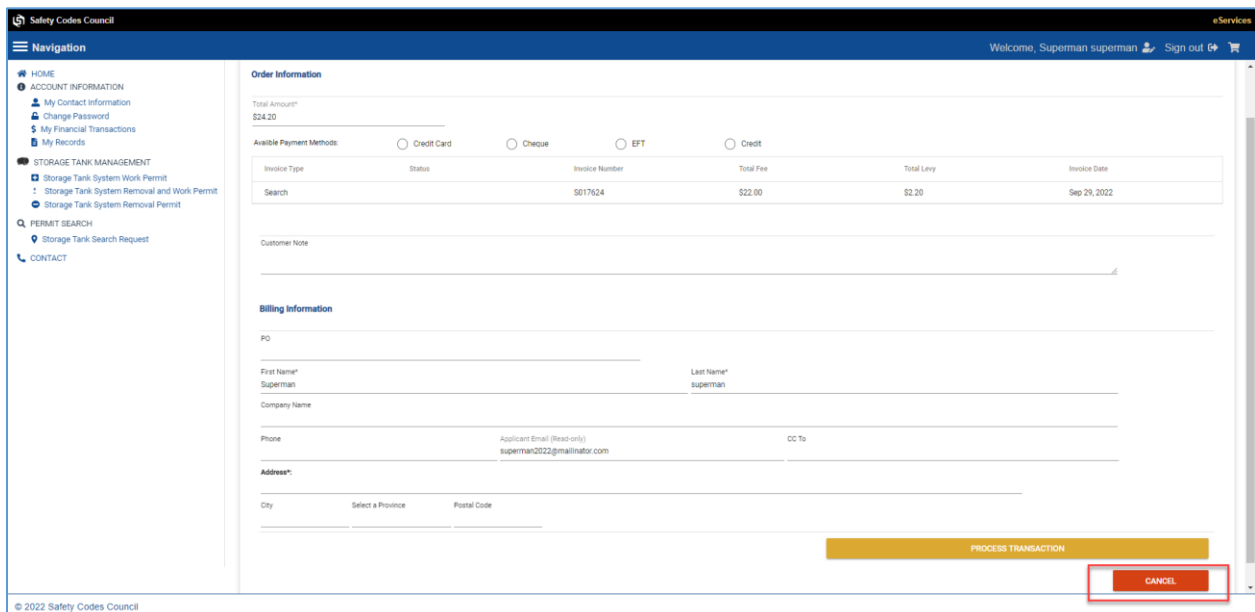
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## Apply for Storage Tank System Work Permit

This walks you through the steps to apply for a storage tank system work permit

### How to Submit Your Storage Tank System Work Permit Application

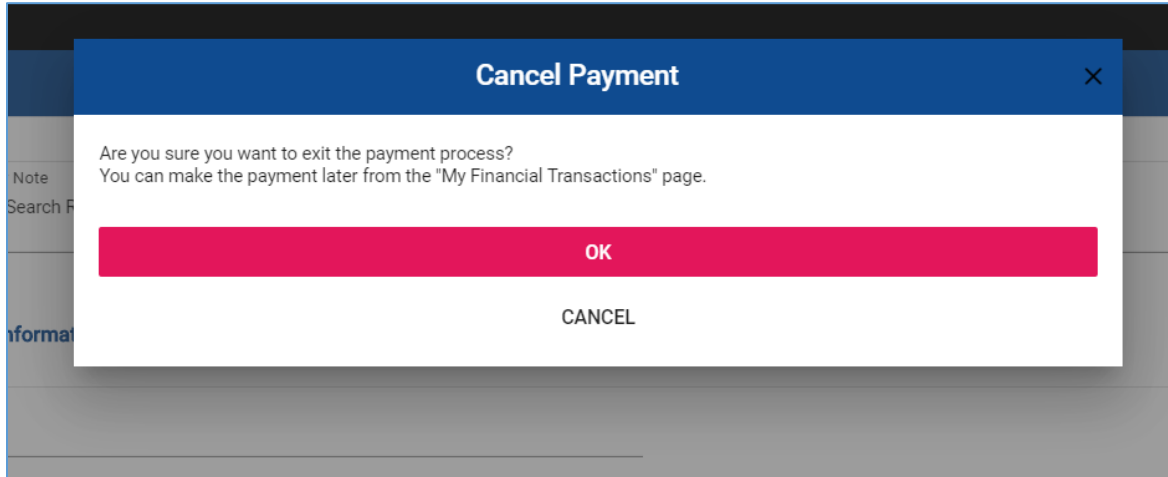
1. Go to the Safety Codes Council website <https://www.safetycodes.ab.ca/>
2. Select the **eServices** tab to take you to the home page, or alternatively use this link <https://eservices.safetycodes.ab.ca/>
3. Click Sign In or Create Account from the left hand menu
4. Complete all required sections on the application form
  - a. *You have the ability to save the application at any point by using the save as draft button at the bottom of each page, then return and complete it at a future time/date.*
5. Authorize and sign application
  - a. *You can decide not to make the payment at this point, and return at a later time/date to add the payment going through the “My Financial Transactions” section, to cancel the payment at this point, follow the steps below;*
    - i. *Select the “Cancel” button*



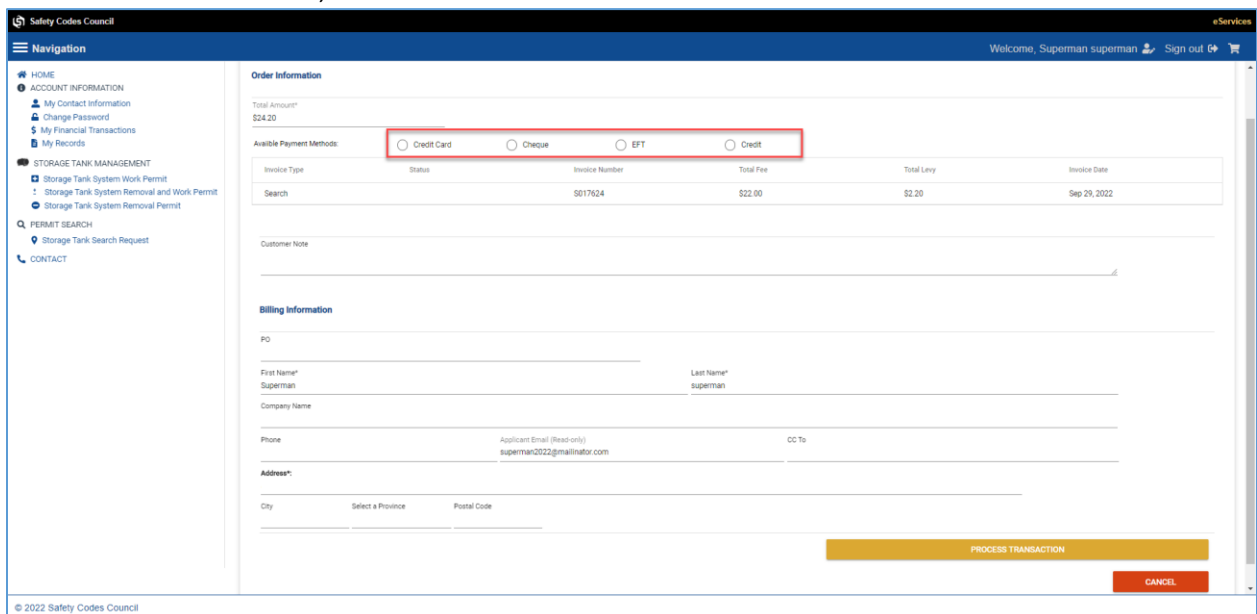
The screenshot shows the 'Billing Information' section of the application form. The 'CANCEL' button is highlighted with a red box. The form includes fields for PO, First Name, Last Name, Company Name, Phone, Applicant Email, CC To, and Address (City, Province, Postal Code). A 'PROCESS TRANSACTION' button is also visible.

Invoice Type	Status	Invoice Number	Total Fee	Total Levy	Invoice Date
Search		5817624	\$22.00	\$2.20	Sep 29, 2022

- ii. *Confirm that you will like to cancel the payment process at this moment*



- iii. This will redirect you to the **“My Financial Transactions”** page,
  - 1. You can access this page anytime from the left hand menu
- iv. To make the payment from this page, follow the steps below;
  - 1. Go to the My Open Invoices section
  - 2. Identify the application to be submitted
    - a. The payment status on the application will be **“Pending Payment”**
    - b. The invoice can be printed out from this section
  - 3. Select the Add to Cart button on the application
  - 4. You will be redirected to the checkout page
  - 5. You have the option to make the payment or cancel and return at a later time
- 6. Select **“Submit & Checkout”**
- 7. This will redirect you to the payment page
- 8. Complete the order/billing information
- 9. Select a payment method
- 10. There are a number of available payment options, and the one available to you may differ as per the instructions below;



Invoice Type	Status	Invoice Number	Total Fee	Total Levy	Invoice Date
Search		5017624	\$22.00	\$2.20	Sep 29, 2022

**a. Credit card:**

- i. This payment option is available to all logged in users
- ii. Using this payment method will submit your application immediately the payment is made on eServices
- iii. You will receive a confirmation email when the application has been successfully submitted.
- iv. This application can be found on the **“Submitted Application”** section on the eServices home page after payment has been made
- v. Credit card payments have a max limit of \$2,500.00.
  1. Any payment higher than the \$2,500.00 limit, will need to be made via cheque or EFT.
  2. You can print out your receipt and invoice at any time from the **“My Closed Invoices”** section on the **“My Financial Transactions”** page

Payment Completed – Receipt Available for ASCA Tanks Application	
<b>To</b>	superman2022
<b>From</b>	noreply@safetycodes.ab.ca
<b>Received</b>	2022-09-29 08:19:42

HTML    JSON    RAW    LINKS    ATTACHMENTS

Thank you for completing your payment. Your application has now been submitted to ASCA.

You can download a copy of your receipt by logging into your eService's account [here](#) and clicking on My Financial Transactions > Closed Invoice

If you have any questions regarding your application, please contact ASCA Tanks at [ascatanks@safetycodes.ab.ca](mailto:ascatanks@safetycodes.ab.ca) or 1-888-413-0099.

**b. Cheque:**

- i. This payment option is available to all logged in users
- ii. Using this payment method will put the application in a **hold**, and processing of the application will only begin when the **cheque** has been received and cleared.
  1. **It is your responsibility to send in the cheque to the Council's Accounting department using the details provided on the invoice.**
- iii. You can print out the invoice when you select the cheque option by following the steps below;
  1. Login to eServices
  2. Select the **“My Financial Transactions”** page from the left hand menu
  3. Identify the application to be submitted
    - a. The payment status on the application will be **“Pending Payment”**
  4. Open the PDF and print out the invoice
- iv. This application can be found on the **“In Progress Applications”** section on the eServices home page
- v. Once the Council's Accounting team receives your payment, they will process the payment and apply the payment to the application
- vi. You will receive a confirmation email when the payment has been successfully applied to your application, which will submit your application for processing
- vii. The ASCA Tanks team will begin working on the application only after the

payment has been applied by the Council's Accounting team

1. Any payment higher than the \$2,500.00 credit card limit, will need to be made via cheque or EFT.
2. You can print out your receipt and invoice at any time from the "My Closed Invoices" section on the "My Financial Transactions" page

Application Not Complete – Awaiting Payment

<b>To</b>	superman2022
<b>From</b>	noreply@safetycodes.ab.ca
<b>Sending IP</b>	209.90.176.40
<b>Received</b>	2022-09-29 08:20:27

HTML    JSON    RAW    LINKS    ATTACHMENTS

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Hello Superman superman,

Your eServices application(s) will be submitted once payment has been received.

If cheque was selected as form of payment, please make cheques payable to Safety Codes Council and mail to: 500, 10405 Jasper Ave, Edmonton T5J 3N6

If EFT was selected as form of payment, please contact [accounting@safetycodes.ab.ca](mailto:accounting@safetycodes.ab.ca) for EFT information.

**c. EFT :**

- i. This payment option is available to all logged in users
- ii. Using this payment method will put the application in a **hold**, and processing of the application will only begin when the **EFT** has been received and cleared.
  1. **It is your responsibility to send in the EFT to the Council's Accounting department using the details provided on the invoice.**
- iii. You can print out the invoice when you select the EFT option by following the steps below;
  1. Login to eServices
  2. Select the "**My Financial Transactions**" page from the left hand menu
  3. Identify the application to be submitted
    - a. The payment status on the application will be "**Pending Payment**"
  4. Open the PDF and print out the invoice
- iv. This application can be found on the "**In Progress Applications**" section on the eServices home page
- v. Once the Council's Accounting team receives your payment, they will process the payment and apply the payment to the application
- vi. You will receive a confirmation email when the payment has been successfully applied to your application, which will submit your application for processing
- vii. The ASCA Tanks team will begin working on the application only after the payment has been applied by the Council's Accounting team
- viii. Note that payments above \$2,500.00 can only be made via cheque or EFT.
  1. Any payment higher than the \$2,500.00 credit card limit, will need to be made via cheque or EFT.
  2. You can print out your receipt and invoice at any time from the "My Closed Invoices"

section on the “My Financial Transactions” page

**d. Credit:**

- i. This payment option is restricted to only specified users
- ii. If this option is available to you when checking out, selecting this option will submit your application for processing by the ASCA Tanks team
  1. ***It is your responsibility to reconcile your credit account with the Council’s Accounting department***
- iii. You will receive a confirmation email when you select this payment option
- iv. This application can be found on the “**Submitted Applications**” section on the eServices home page

Application Not Complete – Awaiting Payment	
<b>To</b>	superman2022
<b>From</b>	noreply@safetycodes.ab.ca
<b>Received</b>	2022-09-29 08:17:32

HTML    JSON    RAW    LINKS    ATTACHMENTS

Hello Superman superman,

Your STS Search Request application has been submitted as credit was selected as a form of payment.

However, payment will be required.

If issuing cheque, please make cheques payable to Safety Codes Council and mail to: 500, 10405 Jasper Ave, Edmonton T5J 3N6

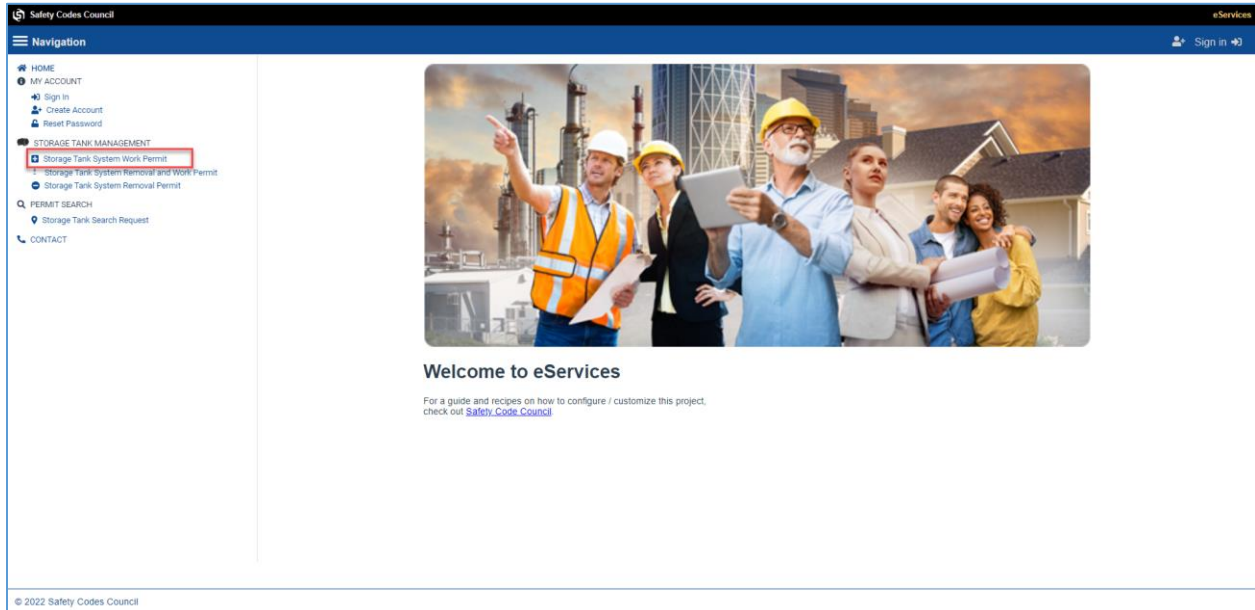
If paying via EFT, please contact [accounting@safetycodes.ab.ca](mailto:accounting@safetycodes.ab.ca) for EFT information

11. After selecting your payment method, select process transaction
12. Application will now be submitted
13. You will receive a confirmation email
  - a. Confirmation message will differ based on your payment method selected above
14. Go back to eServices
15. Select the “Home” section on the left hand side menu,
16. Depending on your payment method, you will find your record of the submitted application on one of the following sections on the home page;
  - a. “**In Progress Application**” section – If payment has not been received/applied to your application
  - b. “**Submitted Application**” section – If payment has been received/applied to your application, and your permit has been issued
  - c. “**Closed Application**” section – If your application has been completed
  - d. A PDF copy of the application can be downloaded from any of the sections
17. Go to “My Financial Transactions” section on the left hand menu,
18. Your invoice can be found on either the “My Open” or “My Closed” section

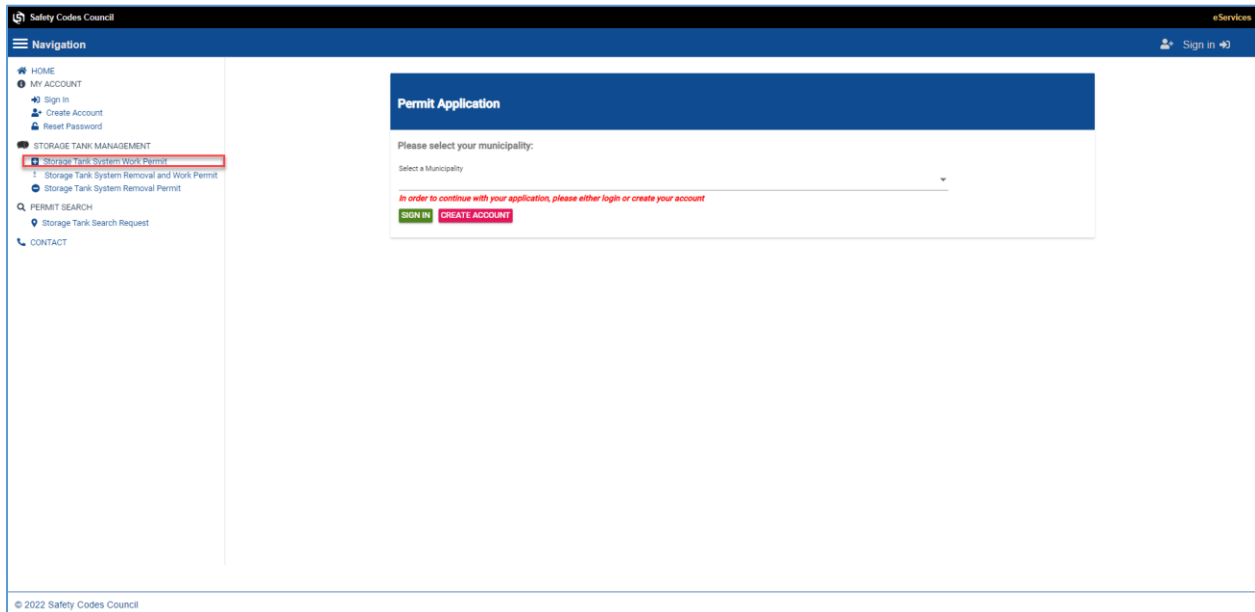
- 
- a. A PDF copy of the invoice can be downloaded & printed
  19. Your receipt can be found on the “My Closed Invoices” section
    - a. A PDF copy of the receipt can be downloaded



## Overview of Fields & Sections

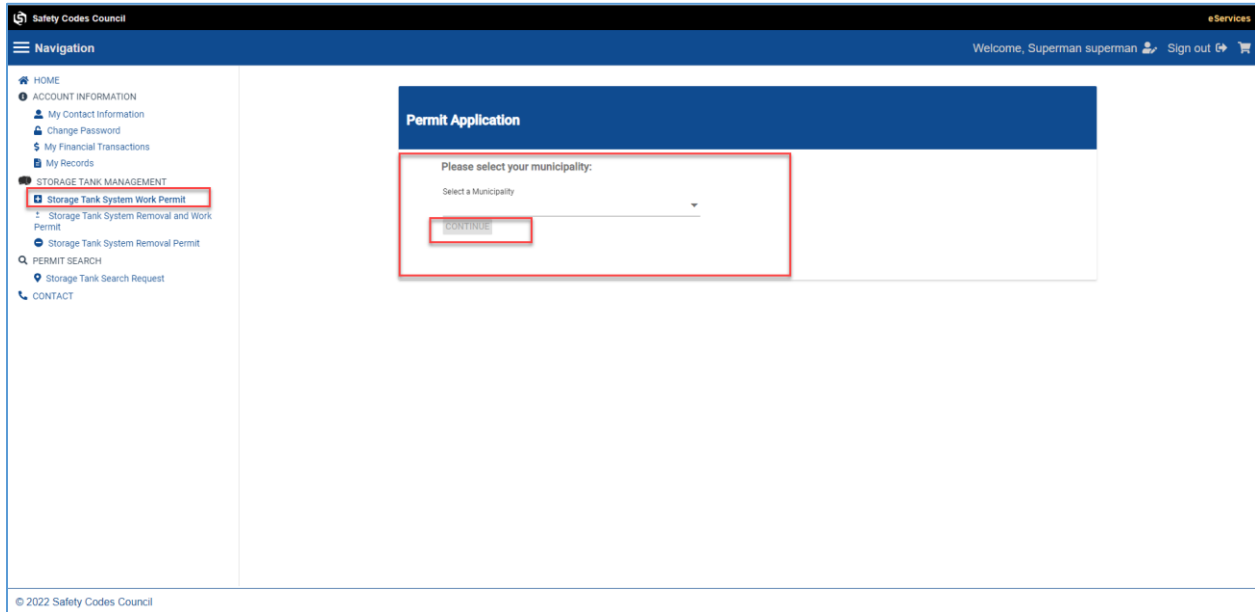


1. Go to the Safety Codes Council website <https://www.safetycodes.ab.ca/>
2. Select the **eServices** tab to take you to the home page, or alternatively use this link <https://eservices.safetycodes.ab.ca/>
3. Click Sign In or Create Account from the left hand menu
  - a. *This application can only be completed by registered and logged in users*
  - b. *For more detailed steps on creating account, kindly refer to the "Create a New Account" user guide*



4. Select the **Storage Tank System Work Permit** link from the left hand menu
5. Select a municipality from the list and click continue
  - a. *Certain municipalities manage their own applications, and a message will be displayed with the contact*

*details for the municipality, when such municipalities are selected from the list*



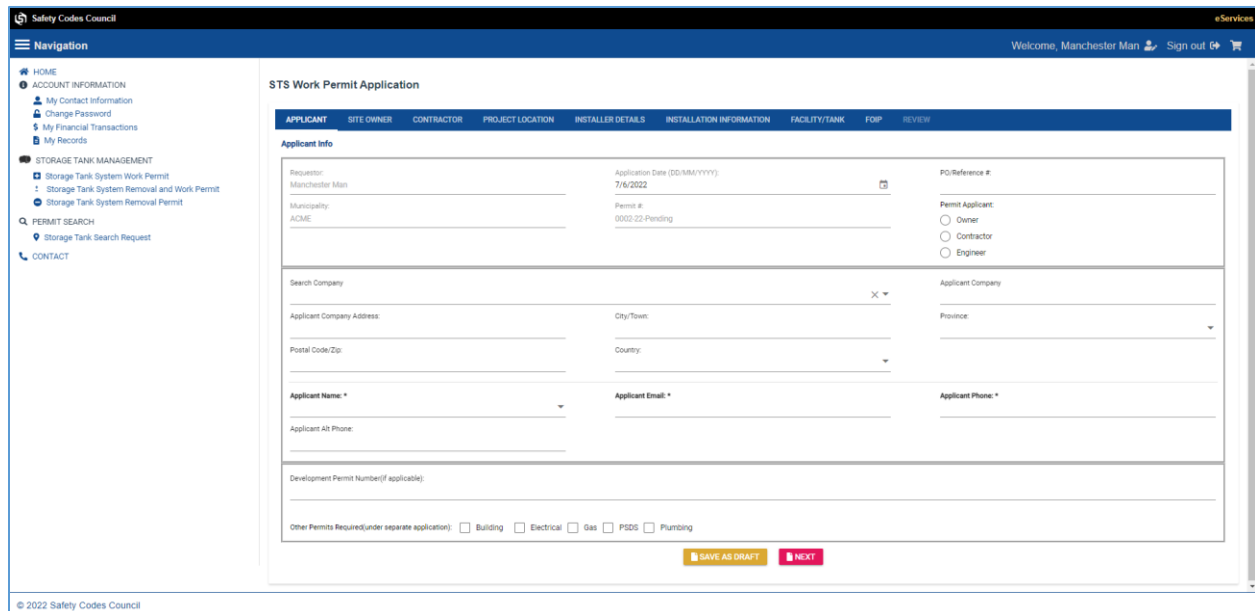
The screenshot shows a web application interface for the Safety Codes Council. The top navigation bar includes a menu icon, the text 'Safety Codes Council', and a user profile section with 'Welcome, Superman superman', a 'Sign out' link, and a shopping cart icon. The left sidebar contains a 'Navigation' menu with categories: HOME, ACCOUNT INFORMATION (My Contact Information, Change Password, My Financial Transactions, My Records), STORAGE TANK MANAGEMENT (Storage Tank System Work Permit, Storage Tank System Removal and Work Permit, Storage Tank System Removal Permit), PERMIT SEARCH (Storage Tank Search Request), and CONTACT. The 'Storage Tank System Work Permit' option is highlighted with a red box. The main content area displays a 'Permit Application' form with a blue header. The form contains the text 'Please select your municipality:', a dropdown menu labeled 'Select a Municipality', and a 'CONTINUE' button. The 'CONTINUE' button is also highlighted with a red box. The footer of the page reads '© 2022 Safety Codes Council'.

6. Complete all required information on the tabs. There are 9 tabs on the form namely;

- a. **Applicant**
- a. **Site Owner**
- b. **Contractor**
- c. **Project Location**
- d. **Installer Details**
- e. **Installation Information**
- f. **Facility/Tank**
- g. **FOIP**
- h. **Review**

*Note: Only fields with \* are mandatory*

# Applicant



The fields to be completed on this tab are;

## 1. Applicant Info:

- a. **Requestor:** This is the user logged in, and completing the application. This data is auto-populated, and cannot be modified by the Applicant.
  - i. *If a different user needs to complete the applicant, they will need to sign in to their own eServices account to complete the application*
- b. **Application Date:** This is date the application is created. This data is auto-populated, and cannot be modified by the Applicant.
- c. **PO/Reference:** If your organization has an internal PO/Reference number, this can be captured on this field, or left blank if none.
- d. **Municipality:** This is the municipality that was selected while initiating the application, and is the location where the project will be located. This data is auto-populated and cannot be modified by the Applicant.
  - i. *If the incorrect municipality is selected, the user must go out of this application, and initiate a new application.*
- e. **Permit #:** A temporary number is provided when you create your application, and this number will be updated if the permit is approved
- f. **Permit Applicant:** Select who is applying for the permit. This can either be the same or different from the requestor
- g. **Search Company:** This search option will list all the available companies on eServices. If the company cannot be found within the search, it can be entered manually within the “Applicant Company” field
  - i. *Search company field will provide suggestions as user starts to type in the details, and will narrow down the list based on data entered into the field*
- h. **Applicant Company:** This is the Applicant’s company name.
  - i. If the company is found and selected from the search field above, the data in this field will be populated
  - ii. The company name can be entered or updated manually within this field if the

data is not found or is incorrect

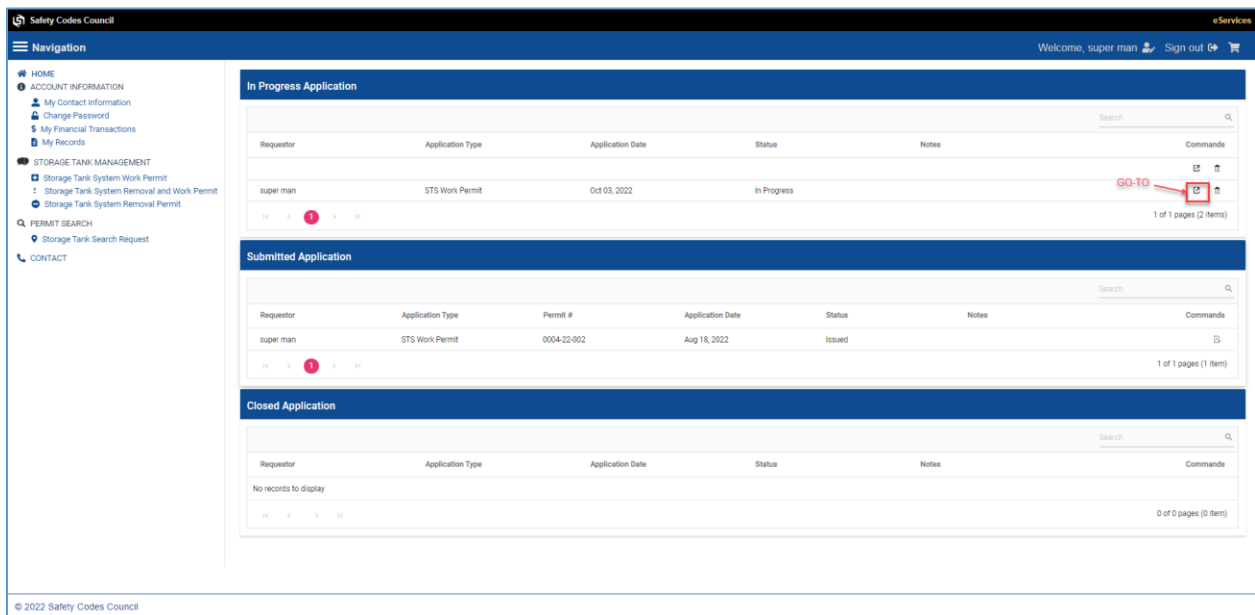
1. *If you select a company from the list, the details for field's I-L below will be auto-populated. If the data within any of the fields is incorrect, you can update it manually*

- i. **Applicant Company Address:** This is the Applicant's company address.
  - i. If the company is found and selected from the search field above, the data in this field will be populated
  - ii. The company address can be entered or updated manually within this field if the data is not found or is incorrect
    1. *Company address field will provide suggestions as user starts to type in the details, and will auto-populate if the address is selected.*
- j. **City/Town:** This is the Applicant's company City/Town.
  - i. If the company is found and selected from the search field above, the data in this field will be populated
  - ii. The city/town can be entered or updated manually within this field if the data is not found or is incorrect
- k. **Province:** This is the Applicant's company Province.
  - i. If the company is found and selected from the search field above, the data in this field will be populated
  - ii. The province can be entered or updated manually within this field if the data is not found or is incorrect
- l. **Postal Code/Zip:** This is the Applicant's postal code/ zip.
  - i. If the company is found and selected from the search field above, the data in this field will be populated
  - ii. The postal code/zip can be entered or updated manually within this field if the data is not found or is incorrect
- m. **Country:** This is the Applicant's country
- n. **Applicant Name\*:** This is the Applicant's First & Last name.
  - i. The Applicant name may be available from a drop-down, if the Applicant has selected a company from the search company field above, which has the contact associated with it on eServices.
  - ii. If the Applicant name cannot be found, it can be entered manually within this field
- o. **Applicant Email\*:** This is the Applicant's email,
  - i. If the Applicant name has been found and selected from the drop-down list above, and there is an email associated with the contact, the email will auto-populate.
  - ii. If the email cannot be found or is incorrect, it can be entered manually within this field.
- p. **Applicant Phone\*:** This is the Applicant's main contact number.
  - i. If the Applicant name has been found and selected from the drop-down list above, and there is a phone number associated with the contact, the number will auto-populate.
  - ii. If the phone number cannot be found or is incorrect, it can be entered manually within this field.
- q. **Applicant Alt Phone:** This is the Applicant's alternate contact number (If applicable)
- r. **Development Permit Number (Optional):** If you have additional development permit related to this work, it can be added on here *(This is for information purposes only)*
- s. **Other permits required (under separate application):** If you have additional permits

related to this work, it can be added on here *(This is for information purposes only)*

**Note:**

- Data entered into any page of this application can be **saved** by one of the following actions;
  - Click on the save as draft button on the bottom of the page.
    - Once saved, the application can be accessed to continue from the eServices home page, and within the **“In Progress Application”** section. Selecting the Go-To button will open up the application.
    - This application can be deleted at any point prior to submission from this page
  - Clicking on the next button “Next” button automatically saves the data entered on the page.
  - Clicking on any tab e.g. Site Owner, Contractor etc., will automatically save the data entered on the page.



The screenshot displays the 'eServices' interface for the Safety Codes Council. The top navigation bar includes 'Navigation' and 'Welcome, super man'. The main content area is divided into three sections: 'In Progress Application', 'Submitted Application', and 'Closed Application'. Each section contains a table with columns for Requester, Application Type, Application Date, Status, Notes, and Commands. A red box highlights a 'GO-TO' button in the 'In Progress Application' table.

Requester	Application Type	Application Date	Status	Notes	Commands
super man	STS Work Permit	Oct 03, 2022	In Progress		GO-TO

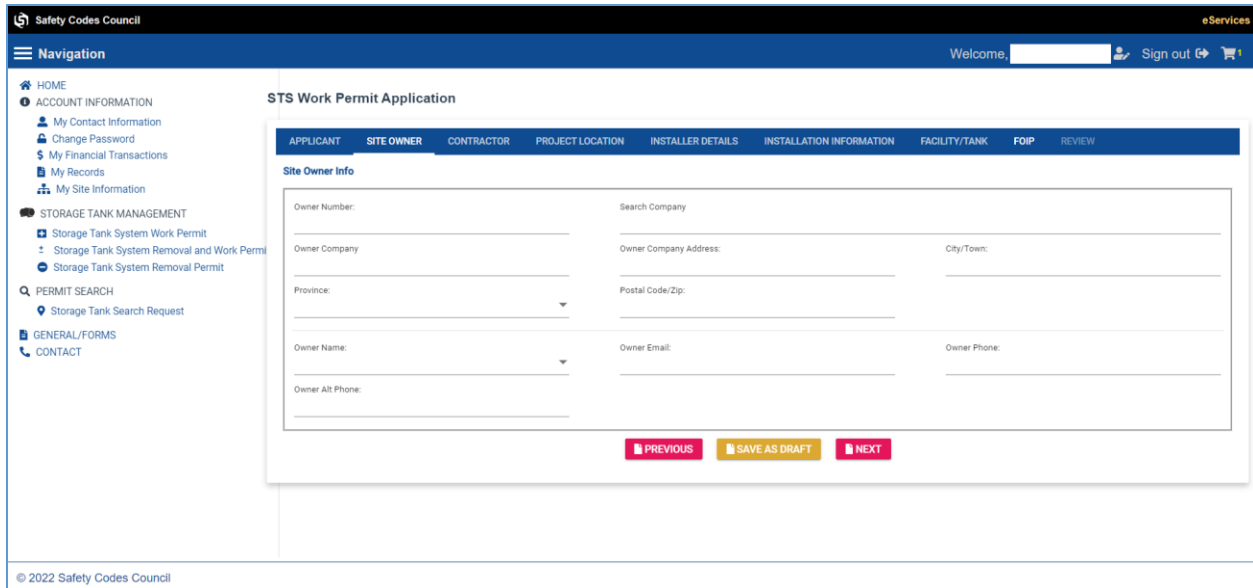
  

Requester	Application Type	Permit #	Application Date	Status	Notes	Commands
super man	STS Work Permit	0004-22-002	Aug 18, 2022	Issued		

Requester	Application Type	Application Date	Status	Notes	Commands
No records to display					

## Site Owner



The screenshot shows the 'STS Work Permit Application' form in the 'SITE OWNER' tab. The 'Site Owner Info' section contains the following fields:

- Owner Number (with a search icon)
- Search Company
- Owner Company
- Owner Company Address
- City/Town
- Province (dropdown menu)
- Postal Code/Zip
- Owner Name (dropdown menu)
- Owner Email
- Owner Phone
- Owner Alt Phone

At the bottom of the form are three buttons: 'PREVIOUS', 'SAVE AS DRAFT', and 'NEXT'.

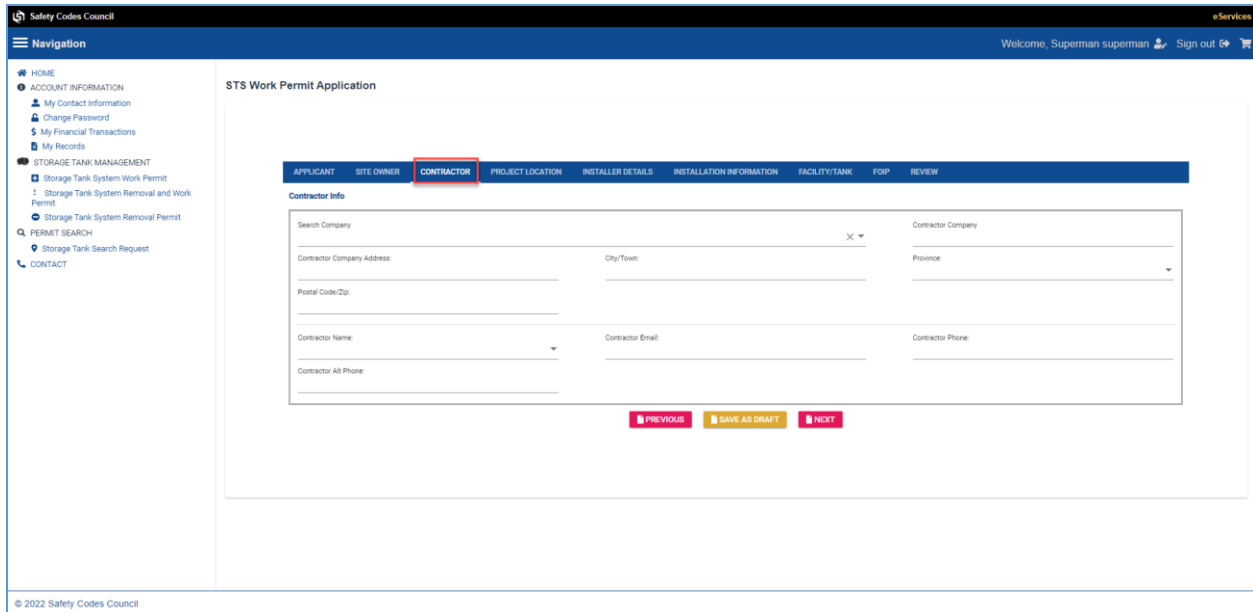
### 2. Site Owner:

- a. **Owner Number:** This is the Site Owner's Number.
  - i. If you know your owner number, and start typing it into this field, a list of numbers will be displayed and will narrow down the list as you enter more numbers.
    1. If you select an owner number from the list, the details for fields B-G below will be auto-populated. If the data within any of the fields is incorrect, you can update it manually
    2. If you do not know your Owner number, leave this field blank
- b. **Search Company:** This search option will list all the available companies on eServices.
  - i. If the company cannot be found within the search, it can be entered manually within the "Owner Company" field
    1. The search company field will provide suggestions as user starts to type in the details, and will narrow down the list based on data entered into the field
- c. **Owner Company:** This is the Owner's company name.
  - i. If the company is found and selected from the search company field above, the data in this field will be populated
  - ii. The owner company details can be entered or updated manually within this field if the data is not found or is incorrect
- d. **Owner Company Address:** This is the Owner's company address.
  - i. If the company is found and selected from the search company field above, the data in this field will be populated
  - ii. The company address can be entered or updated manually within this field if the data is not found or is incorrect
    1. Company address field will provide suggestions as user starts to type in the details, and will auto-populate if the address is selected.
- e. **City/Town:** This is the Owner's company City/Town.
  - i. If the company is found and selected from the search field above, the data in this field will be populated
  - ii. The city/town can be entered or updated manually within this field if the data is

not found or is incorrect

- f. **Province:** This is the Owner's company Province.
  - i. If the company is found and selected from the search field above, the data in this field will be populated
  - ii. The province can be entered or updated manually within this field if the data is not found or is incorrect
- g. **Postal Code/Zip:** This is the Owner's postal code/ zip.
  - i. If the company is found and selected from the search field above, the data in this field will be populated
  - ii. The postal code/zip can be entered or updated manually within this field if the data is not found or is incorrect
- h. **Owner Name:** This is the Owner's name.
  - i. The Owner name may be available from a drop-down, if the Owner has selected a company from the search company field above, which has the contact associated with it on eServices.
  - ii. If the Owner name cannot be found it can be entered manually within this field
- i. **Owner Email:** This is the Owner's email.
  - i. If the Owner's name has been found and selected from the drop-down list above, and there is an email associated with the contact, the email will auto-populate.
  - ii. If the email cannot be found or is incorrect, it can be entered manually within this field
- j. **Owner Phone:** This is the Owner's main contact number.
  - i. If the Owner name has been found and selected from the drop-down list above, and there is a phone number associated with the contact, the number will auto-populate.
  - ii. If the phone number cannot be found or is incorrect, it can be entered manually on this field.
- k. **Owner Alt Phone:** This is the Owner's alternate contact number (If applicable).
  - i. If available on eServices, it will be auto-populated

## Contractor



The screenshot shows the 'Contractor Info' section of the 'STS Work Permit Application' form. The form is titled 'Contractor Info' and contains several input fields for contractor details. The fields are arranged in a grid-like structure. At the bottom of the form, there are three buttons: 'PREVIOUS', 'SAVE AS DRAFT', and 'NEXT'. The 'CONTRACTOR' tab is highlighted in the navigation bar above the form.

### 3. Contractor Info:

- a. **Search Company:** This search option will list all the available companies on eServices.
  - i. If the company cannot be found within the search, it can be entered manually within the “Contractor Company” field
    1. Search company field will provide suggestions as user starts to type in the details, and will narrow down the list based on data entered into the field
    2. If you select a company from the list, the details for fields B-F below will be auto-populated. If the data within any of the fields is incorrect, you can update it manually
- b. **Contractor Company:** This is the Contractor’s company name.
  - i. If the company is found and selected from the search company field above, the data in this field will be populated
  - ii. The contractor company details can be entered or updated manually within this field if the data is not found or is incorrect
- c. **Contractor Company Address:** This is the Contractor’s company address.
  - i. If the company is found and selected from the search company field above, the data in this field will be populated,
  - ii. The company address can be entered or updated manually within this field if the data is not found or is incorrect
    1. Company address field will provide suggestions as user starts to type in the details, and will auto-populate if the address is selected
- d. **City/Town:** This is the Contractor’s company City/Town.
  - i. If the company is found and selected from the search field above, the data in this field will be populated
  - ii. The city/town can be entered or updated manually within this field if the data is not found or is incorrect
- e. **Province:** This is the Contractor’s company Province.
  - i. If the company is found and selected from the search field above, the data in





#### 4. Project Location:

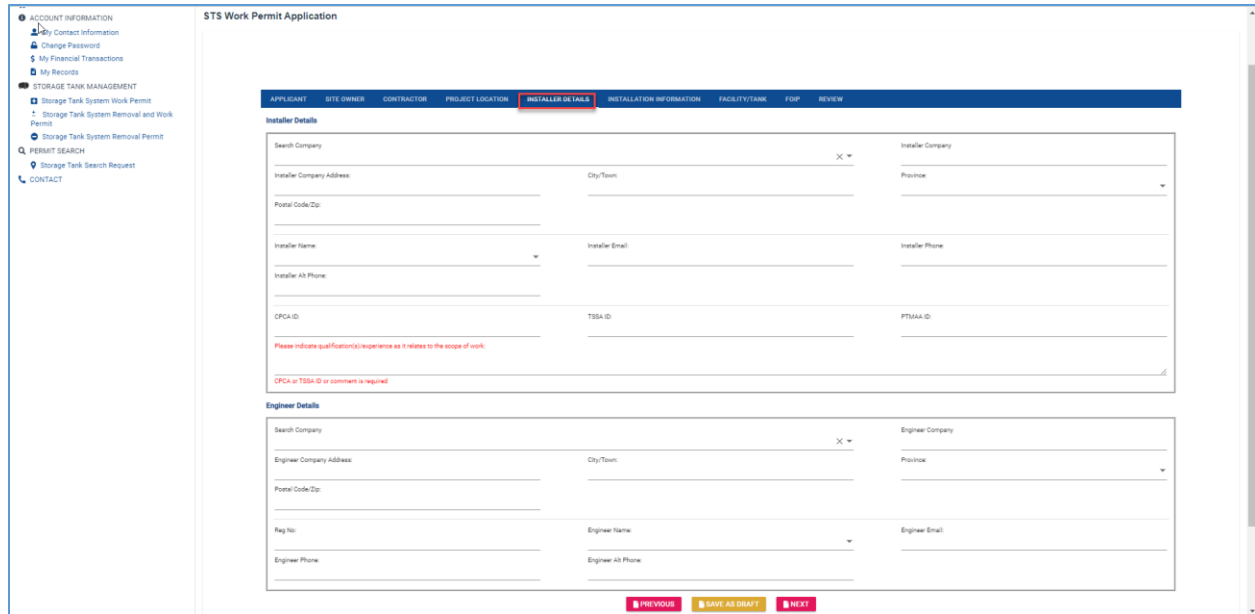
- a. **ASCA Site # (If Known):** This is the site number/ID.
  - i. If you have an existing site, and you know the site number, as you start typing in the number, you will be provided with suggestions and will narrow down the list based on data entered into the field
    1. *If you select an ASCA site number from the list, the details for fields B-G will be auto-populated.*
    2. *If the data within any of the auto-populated fields is incorrect, you can update it manually*
    3. *If you do not know ASCA site number, leave this field blank. However, all the information from **fields B-T MUST** be completed where applicable*
  - ii. ASCA Tanks will assign a site number for new sites once the application is processed.
- b. **Search Site:** This search option will list all the available sites on eServices.
  - i. If the site cannot be found within the search, it can be entered manually within the "Site name" field
    1. *Search site field will provide suggestions as user starts to type in the details, and will narrow down the list based on data entered into the field*
    2. *If you select a site from the list, the details for fields C-K below will be auto-populated **where applicable***
    3. *If the data within any of the fields is incorrect, you can update it manually*
- c. **Site Name:** This is the name of your site. If you select a site from the pre-defined list, it will be filled in by default. If the site cannot be found with the search, it can be entered manually.
  - i. If the site is found and selected from the search site field above, the data in this field will be populated
  - ii. The site name can be entered or updated manually within this field if the data is not found or is incorrect
- d. **Site Address:** This is the address of the site where the permit is required
  - i. If the site is found and selected from the search company field above, the data in this field will be populated,
  - ii. The site address can be entered or updated manually within this field if the data is not found or is incorrect
- e. **City/Town:** This is the Site's City/Town.
  - i. If the site is found and selected from the search field above, the data in this field will be populated
  - ii. The city/town can be entered or updated manually within this field if the data is not found or is incorrect
- f. **Province:** This is the Site's Province.
  - i. If the site is found and selected from the search field above, the data in this field will be populated
  - ii. The province can be entered or updated manually within this field if the data is not found or is incorrect
- g. **Postal Code/Zip:** This is the Site's postal code/ zip.
  - i. If the site is found and selected from the search field above, the data in this field will be populated
  - ii. The postal code/zip can be entered or updated manually within this field if the data is not found or is incorrect
- h. **Municipality:** This is the municipality that was selected while initiating the application,

and is the municipality where the project will be located.

*i. If the incorrect municipality is selected, the user must go out of this application, and initiate a new application.*

- i. **Lot/Block/Plan** *(This is optional if an address has been provided)*
  - i. **Lot:** This is the **Lot** where the permit is required. If a data is entered into the Lot field, you must enter data into the Block & Plan fields.
  - ii. **Block:** This is the **Block** where the permit is required. If a data is entered into the Block field, you must enter data into the Lot & Plan fields.
  - iii. **Plan:** This is the **Plan** where the permit is required. If a data is entered into the Plan field, you must enter data into the Lot & Block fields.
  
- j. **Legal Subdivision:** This is the **Legal Sub-Division** where the permit is required *(This is optional if an address has been provided)*.
  
- k. **Legal Land Description** *(This is optional if an address has been provided)*
  - i. **Section:** This is the **Section** where the permit is required. If data is entered into the section field, you must enter data into the township, range & meridian fields.
  - ii. **Township:** This is the **Township** where the permit is required. If data is entered into the township field, you must enter data into the section, range & meridian fields
  - iii. **Range:** This is the **Range** where the permit is required. If data is entered into the range field, you must enter data into the township, section & meridian fields
  - iv. **Meridian:** This is the **Meridian** where the permit is required. If data is entered into the meridian field, you must enter data into the township, range & section fields
  
- l. **Company Reference ID:** This is optional. If your organization has an internal Reference number, this can be captured on this field, or left blank if none.
  
- m. **Estimated Commencement Date\*:** The estimated date of when work would start if permit is approved
  
- n. **Estimated Completion Date\*:** The estimated date of when work would be completed if permit is approved
  
- o. **Directions:** Additional directional information to get to the project location (This is an optional field)
  
- p. **Description of Work:** An overview of the work that is meant to be carried out at the site
  
- q. **Value of Installation:** Total value of the installation to be completed
  
- r. **Work has not started:** Indicate if the work is yet to commence
  
- s. **Work is in progress:** Indicate if the work has already commenced
  
- t. **Work is complete:** Indicate if the work has already been completed
  - i. *Note: Only one of the options between R-T will need to be selected*

## Installer Details



### 5. Installer Details:

- a. **Search Company:** This search option will list all the available companies on eServices.
  - i. If the company cannot be found within the search, it can be entered manually within the “Installer Company” field
    1. Search company field will provide suggestions as user starts to type in the details, and will narrow down the list based on data entered into the field
    2. If you select a company from the list, the details for fields B-F below will be auto-populated. If the data within any of the fields is incorrect, you can update it manually
- b. **Installer Company:** This is the Installer’s company name.
  - i. If the company is found and selected from the search company field above, the data in this field will be populated
  - ii. The Installer company details can be entered or updated manually within this field if the data is not found or is incorrect
- c. **Installer Company Address:** This is the Installer’s company address.
  - i. If the company is found and selected from the search company field above, the data in this field will be populated,
  - ii. The company address can be entered or updated manually within this field if the data is not found or is incorrect
    1. Company address field will provide suggestions as user starts to type in the details, and will auto-populate if the address is selected
- d. **City/Town:** This is the Installer’s company City/Town.
  - i. If the company is found and selected from the search field above, the data in this field will be populated
  - ii. The city/town can be entered or updated manually within this field if the data is not found or is incorrect
- e. **Province:** This is the Installer’s company Province.
  - i. If the company is found and selected from the search field above, the data in this field will be populated

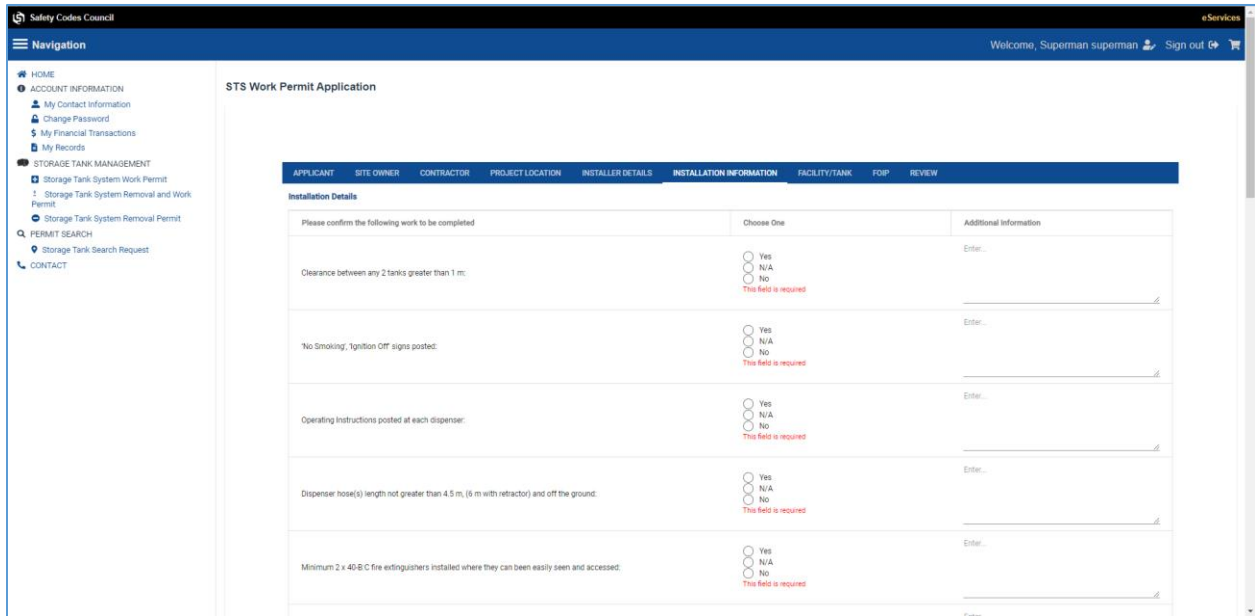
- ii. The province can be entered or updated manually within this field if the data is not found or is incorrect
  - f. **Postal Code/Zip:** This is the Installer's postal code/ zip.
    - i. If the company is found and selected from the search field above, the data in this field will be populated
    - ii. The postal code/zip can be entered or updated manually within this field if the data is not found or is incorrect
  - g. **Installer Name:** This is the Installer's name.
    - i. The Installer name may be available from a drop-down, if the Installer has selected a company from the search company field above, which has the contact associated with it on eServices.
    - ii. If the Installer name cannot be found it can be entered manually within this field
  - h. **Installer Email:** This is the Installer's email.
    - i. If the Installer name has been found and selected from the drop-down list above, and there is an email associated with the contact, the email will auto-populate.
    - ii. If the email cannot be found or is incorrect, it can be entered manually within this field
  - i. **Installer Phone:** This is the Installer's main contact number.
    - i. If the Installer name has been found and selected from the drop-down list above, and there is a phone number associated with the contact, the number will auto-populate.
    - ii. If the phone number cannot be found or is incorrect, it can be entered manually within this field.
  - j. **Installer Alt Phone:** This is the Installer's alternate contact number (If applicable).
    - i. If available on eServices, it will be auto-populated
  - k. **CPCA ID\*:** Canadian Petroleum Contractors Association
  - l. **TSSA ID\*:** Technical Standards & Safety Authority
  - m. **PTMAA ID:** Petroleum Tank Management Association of Alberta
    - i. **Note:** *At least one of the options between K-M must be filled. If you do not have the information, you must provide the details in the section provided below.*

## 6. Engineer Details:

- a. **Search Company:** This search option will list all the available companies on eServices.
  - i. If the company cannot be found within the search, it can be entered manually within the "Engineering Company" field
    1. Search company field will provide suggestions as user starts to type in the details, and will narrow down the list based on data entered into the field
    2. If you select a company from the list, the details for fields B-F below will be auto-populated. If the data within any of the fields is incorrect, you can update it manually
- b. **Engineer Company:** This is the Engineer's company name.
  - i. If the company is found and selected from the search company field above, the data in this field will be populated
  - ii. The Engineer company details can be entered or updated manually within this field if the data is not found or is incorrect
- c. **Engineer Company Address:** This is the Engineer's company address.
  - i. If the company is found and selected from the search company field above, the data in this field will be populated,



## Installation Information



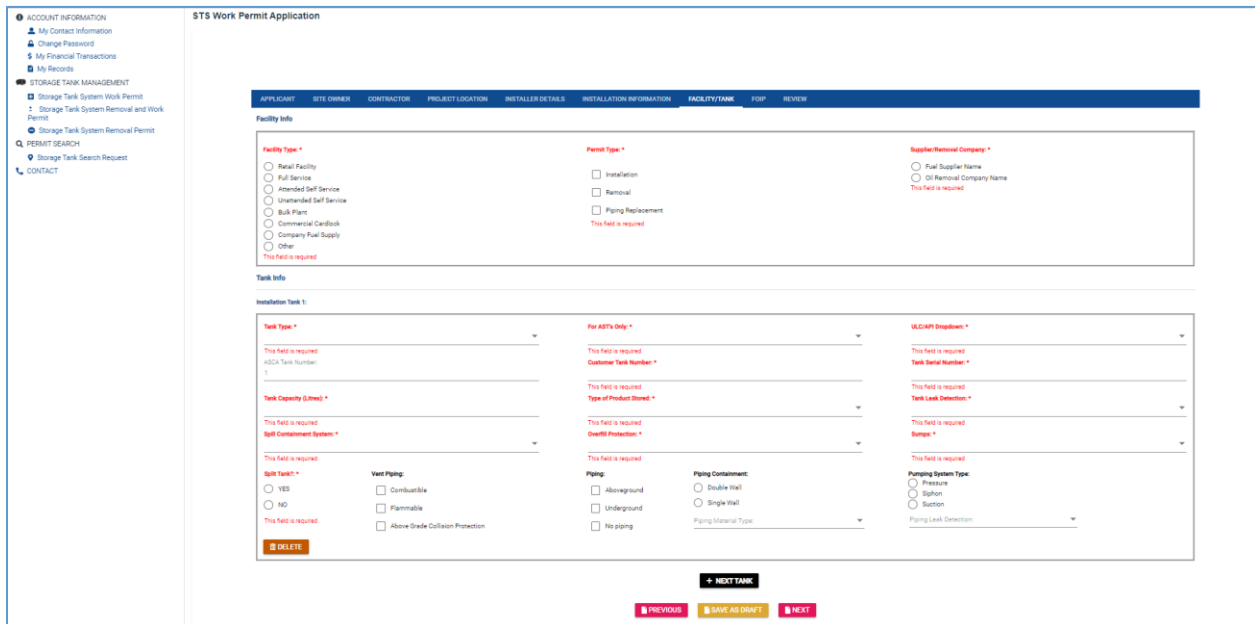
The screenshot shows the 'Installation Information' section of the 'STS Work Permit Application' form. The form is titled 'Installation Details' and contains a table with five rows of questions. Each row has a 'Please confirm the following work to be completed' column, a 'Choose One' column with radio buttons for 'Yes', 'N/A', and 'No', and an 'Additional Information' column with an 'Enter...' text field. Red text below each 'No' option indicates 'This field is required'. The questions are:

- Clearance between any 2 tanks greater than 1 m:
- No Smoking, Ignition Off signs posted:
- Operating instructions posted at each dispenser:
- Dispenser hose(s) length not greater than 4.5 m (5 m with retractor) and off the ground:
- Minimum 2 x 40 B C fire extinguishers installed where they can be easily seen and accessed:

### 7. Installation Details:

- All questions are **Mandatory** in this section\*
- Additional information section available to capture comments

## Facility/Tank



The screenshot shows the 'Facility/Tank' section of the 'STS Work Permit Application' form. It is divided into 'Facility Info' and 'Tank Info' sections. The 'Facility Info' section includes 'Facility Type' (radio buttons for Rural, Full Service, etc.), 'Permit Type' (checkboxes for Installation, Removal, etc.), and 'Supplier/Removal Company' (radio buttons for Fuel Supplier, etc.). The 'Tank Info' section includes 'Tank Type', 'Tank Capacity', 'Spill Containment System', 'Vent Piping', 'Piping' (Aboveground, Underground, No piping), 'Piping Containment' (Double Wall, Single Wall), and 'Pumping System Type'. Red text indicates required fields. Navigation buttons 'PREVIOUS', 'SAVE AS DRAFT', and 'NEXT' are at the bottom.

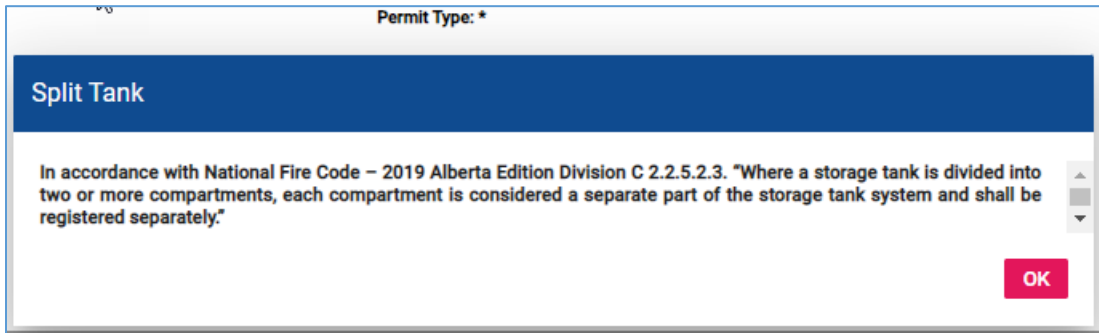
## 8. Facility Info:

- a. **Facility Type\***: The facility type of your installation, must be selected from the predefined options.
  - i. If the type of “Other” is selected, additional information must be provided.
  - ii. Only one option can be selected for this option.
- b. **Permit Type\***: The type of permit you are applying for must be selected.
  - i. Multiple selections can be made on this option.
- c. **Supplier/ Removal Company\***: The Supplier/Removal company’s name **MUST** be provided in the detailed information section, after making a selection.
  - i. Only one option can be selected for this option.

## 9. Tank Info (Installation Tank #) *<Multiple tanks can be added to an application using the + Next Tank button>*

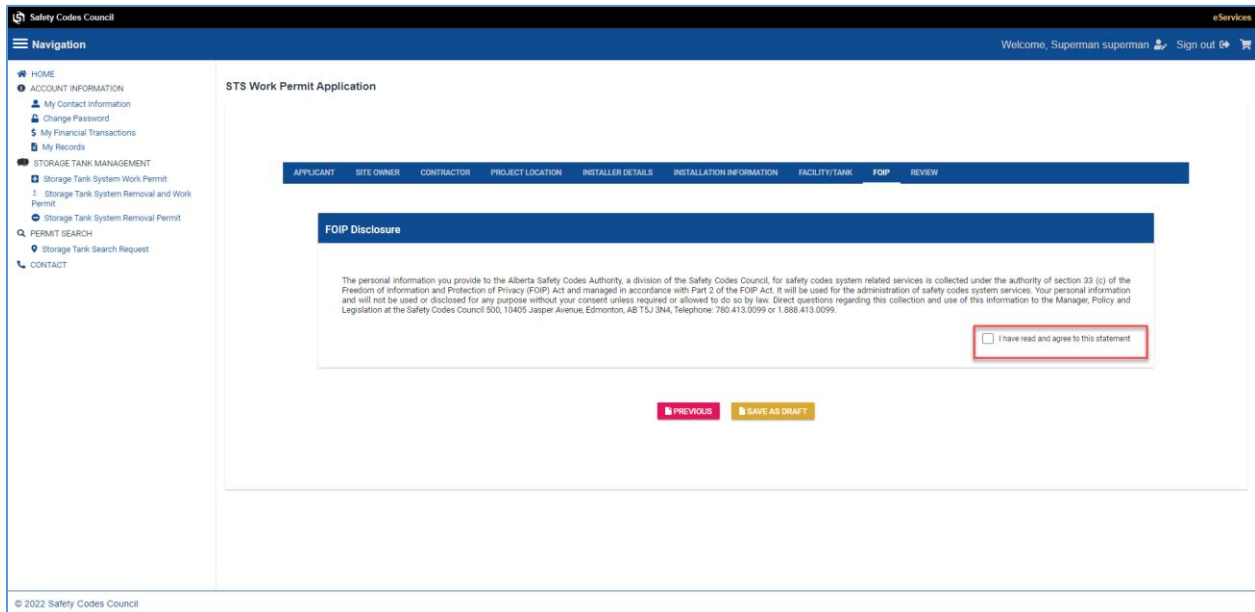
- a. **Tank Type\***: The tank type you want to install must be selected from the predefined options.
- b. **For ASTs Only\***: Only select this option if you are installing an above ground storage tank
- c. **ULC/API Dropdown\***: Select the ULC/API of the tank from the pre-defined list
- d. **ASCA Tank Number\***: This is a read-only field, and will be pre-populated by the system.
  - i. This number **May** change once the application has been submitted and processed.
- e. **Customer Tank Number\***: if your company has a reference number for each tank, this can be captured on this field. This is an optional field.
- f. **Tank Serial Number\***: The serial number of your tank to be installed
- g. **Tank Capacity (Litres)\***: The capacity in litres for your tank which needs to be installed
- h. **Type of Product Stored\***: The type of product that you will store in this tank must be selected from the predefined options.
- i. **Tank Leak Detection\***: The tank leak detection strategy you have must be selected from the available options. If “Other” option is selected, additional fields below must be completed;
  - i. **Tank Leak Detection Description\***: Describe in detail your tank leak detection strategy
- j. **Spill Containment System\***: The spill containment systems you employ must be selected from the predefined options.
- k. **Overfill Protection\***: The overfill protection strategy you have must be selected from the available options. If “Other” option is selected, additional fields below must be completed;
  - i. **Overfill Protection Description\***: Describe in detail your overfill protection strategy
- l. **Sumps\***: The type of sump you have must be selected from the available options
- m. **Split Tank\***: You will need to confirm if this is a split tank or not. For split tanks, additional information is displayed on screen (**see image**)





- n. **Vent Piping:** The vent piping for your tank MUST be selected
- o. **Piping:** The piping for your tank MUST be selected
- p. **Piping Containment:** The piping containment for your tank MUST be selected, and text field completed
- q. **Pumping System Type:** The pumping system type for your tank MUST be selected, and text field completed. If **“Other”** option selected, additional fields below must be completed;
  - i. **Piping Leak Detection Description:** Describe in detail your piping leak detection strategy

## FOIP

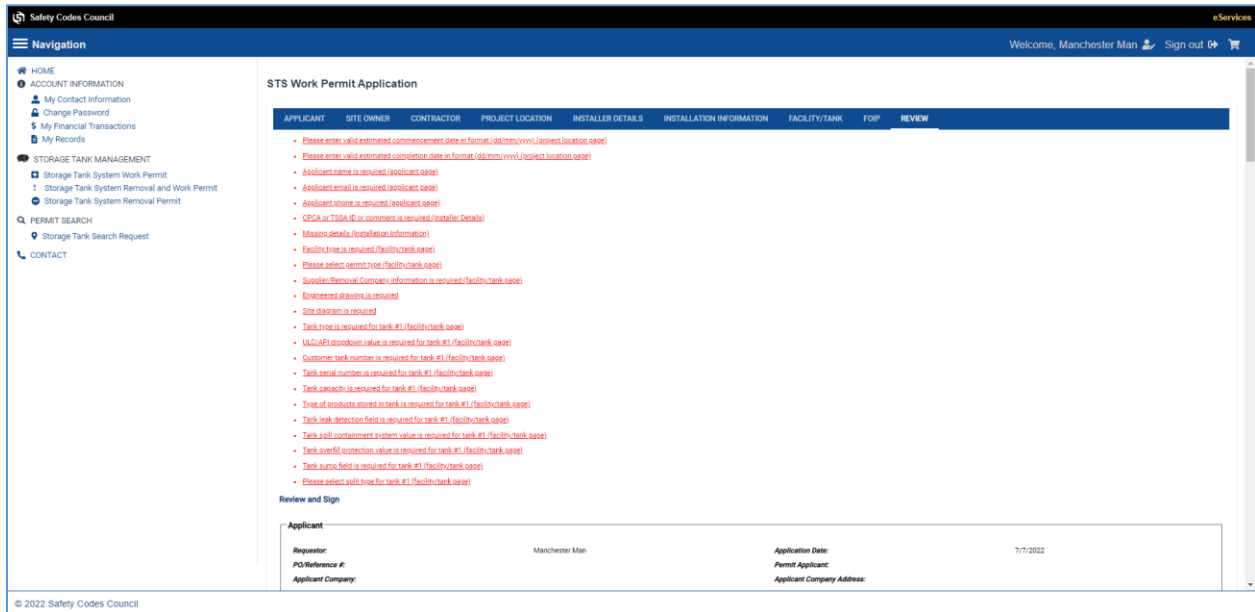


- 10. **FOIP Disclosure\*:** The FOIP disclosure must be read and accepted to proceed to the submission page

## REVIEW

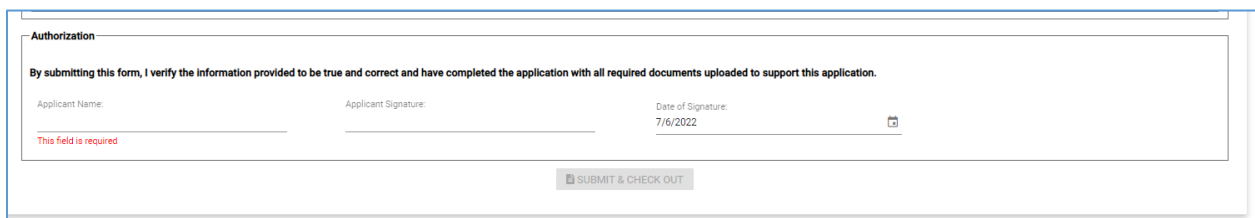
### 11. Review & Sign\*:

- a. This section is a summary of all the information captured on your application
- b. **Any mandatory fields that have not been completed, will be displayed at the top of the page in red** (see image)
  - i. Select a specific link to go to the page and update the information, or select the tab if known



The screenshot shows the 'STX Work Permit Application' review page. At the top, there is a navigation bar with tabs for APPLICANT, SITE OWNER, CONTRACTOR, PROJECT LOCATION, INSTALLER DETAILS, INSTALLATION INFORMATION, FACILITY/TANK, FOP, and REVIEW. Below the tabs, a list of red error messages is displayed, including: 'Please enter valid estimated commencement date in format (dd/mm/yyyy) (project location page)', 'Please enter valid estimated completion date in format (dd/mm/yyyy) (project location page)', 'Applicant name is required (applicant page)', 'Applicant email is required (applicant page)', 'Applicant phone is required (applicant page)', 'CECA or TSSA # or comment is required (installer details)', 'Mainline details (installation information)', 'Facility type is required (facility/tank page)', 'Please select permit type (facility/tank page)', 'Supplier/Removal Company information is required (facility/tank page)', 'Engineering drawing is required', 'Site diagram is required', 'Tank type is required for tank #1 (facility/tank page)', 'MCC/PLI dropdown value is required for tank #1 (facility/tank page)', 'Customer tank number is required for tank #1 (facility/tank page)', 'Tank serial number is required for tank #1 (facility/tank page)', 'Tank capacity is required for tank #1 (facility/tank page)', 'Type of products stored in tank is required for tank #1 (facility/tank page)', 'Tank leak detector field is required for tank #1 (facility/tank page)', 'Tank soil containment system value is required for tank #1 (facility/tank page)', 'Tank overflow protection value is required for tank #1 (facility/tank page)', 'Tank surge field is required for tank #1 (facility/tank page)', and 'Please select vent type for tank #1 (facility/tank page)'. Below the errors is a 'Review and Sign' section with the following fields: Applicant (Manchester Man), Requester (Manchester Man), PG Reference #, Applicant Company, Application Date (7/7/2022), Permit Applicant, and Applicant Company Address.

- a. Total fees for your application are displayed within the “Fee Info” section
- b. All your supporting documents for this application should be uploaded within the “Documents” section
  - ii. **Note:** Some documents are mandatory and will be indicated with the \*
  - iii. **Note:** Engineering drawings are required for Tanks  $\geq$  8,000 Liters, or where any system components are buried
- c. **Authorization:** Authorization details, Name, Signature and Date
  1. You must authorize the application by typing in the Applicant Name\* and it will auto-generate a signature for you
    - a. Note: The date of signature displayed on your application cannot be changed.
    - b. It will display the current date, as that is the date of your application submission.



The screenshot shows the 'Authorization' section of the application form. It contains a statement: "By submitting this form, I verify the information provided to be true and correct and have completed the application with all required documents uploaded to support this application." Below this are fields for Applicant Name, Applicant Signature, and Date of Signature (7/6/2022). A red error message "This field is required" is shown under the Applicant Name field. A "SUBMIT & CHECK OUT" button is at the bottom.