

eSERVICES

HOW TO:

Apply for Storage Tank System Removal
and Work Permit



**Safety
Codes
Council**

Alberta Safety Codes Authority

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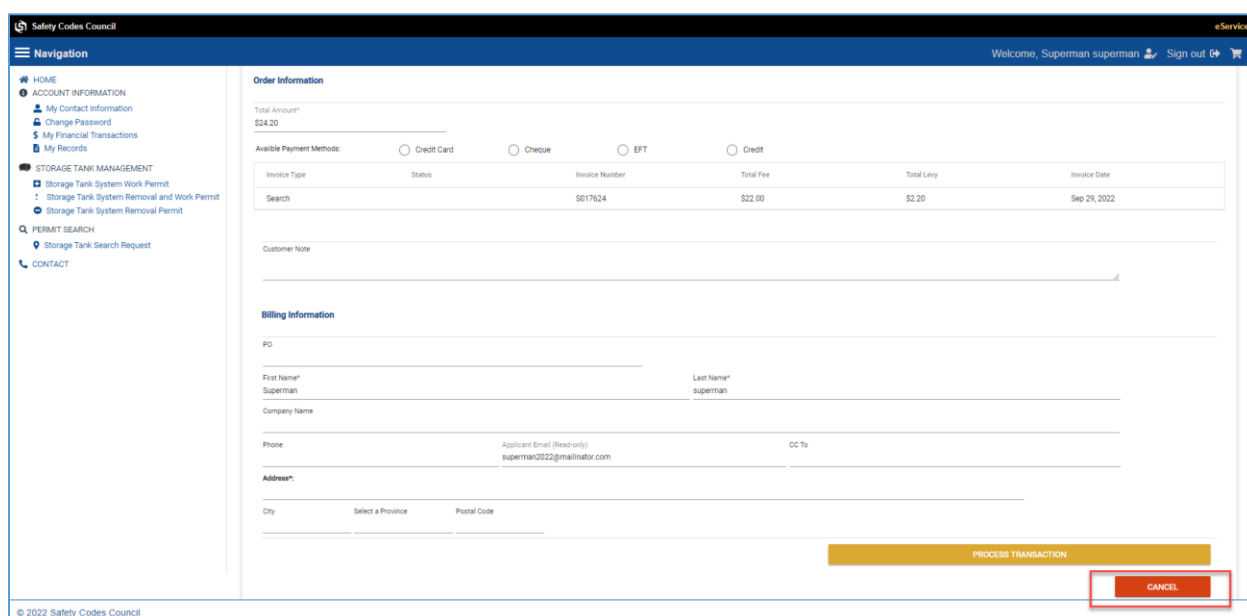
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Apply for Storage Tank System Removal and Work Permit

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

How to Submit Your 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



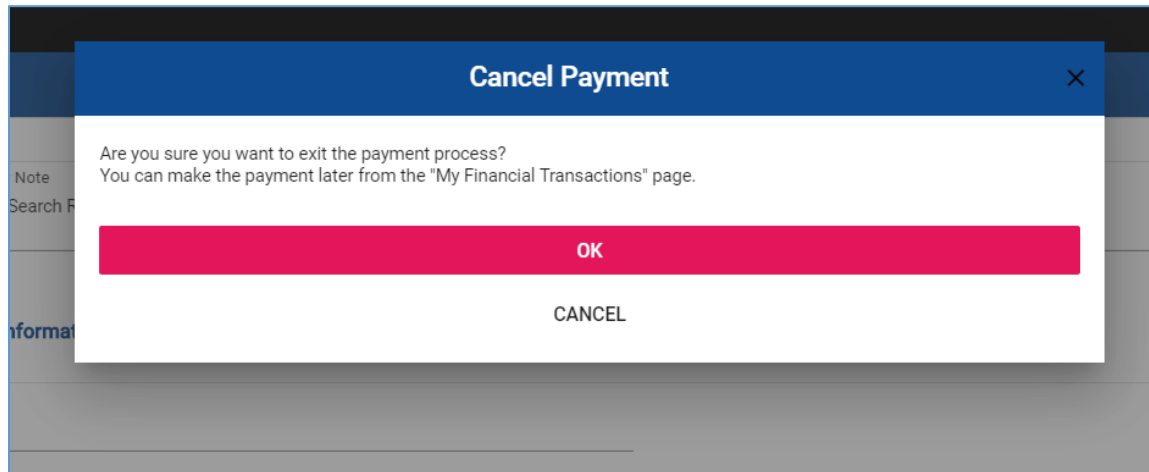
The screenshot shows the 'Order Information' section of the eServices application. It includes a navigation menu on the left with options like HOME, ACCOUNT INFORMATION, STORAGE TANK MANAGEMENT, PERMIT SEARCH, and CONTACT. The main form area contains the following sections:

- Order Information:** Total Amount* \$24.20. Available Payment Methods: Credit Card, Cheque, EFT, Credit.
- Invoice Table:**

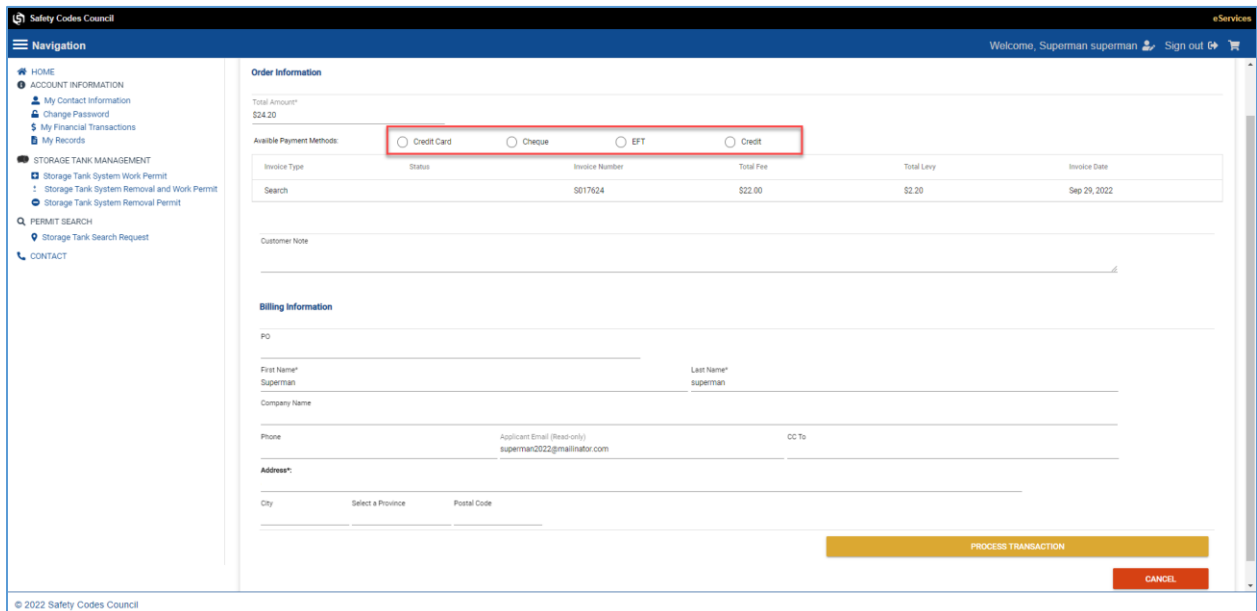
Invoice Type	Status	Invoice Number	Total Fee	Total Levy	Invoice Date
Search		5817624	\$22.00	\$2.20	Sep 29, 2022
- Billing Information:** Fields for PO, First Name* (Superman), Last Name* (superman), Company Name, Phone, Applicant Email (Read-only) (superman2022@mailinator.com), CC To, Address*, City, Select a Province, and Postal Code.

At the bottom right, there is a yellow 'PROCESS TRANSACTION' button and a red 'CANCEL' button, which is highlighted with a red box.

- 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;



Order Information

Total Amount*
\$24.20

Available Payment Methods: ☐ Credit Card ☐ Cheque ☐ EFT ☐ Credit

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

Customer Note

Billing Information

PO

First Name*
Superman

Last Name*
superman

Company Name

Phone

Applicant Email (Read-only)
superman2022@mailinator.com

CC To

Address*

City

Select a Province

Postal Code

PROCESS TRANSACTION

CANCEL

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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	
To	superman2022
From	noreply@safetycodes.ab.ca
Received	2022-09-29 08:19:42

HTML	JSON	RAW	LINKS	ATTACHMENTS
<p>Thank you for completing your payment. Your application has now been submitted to ASCA.</p> <p>You can download a copy of your receipt by logging into your eService's account here and clicking on My Financial Transactions > Closed Invoice</p> <p>If you have any questions regarding your application, please contact ASCA Tanks at ascatanks@safetycodes.ab.ca or 1-888-413-0099.</p>				

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

HTML	JSON	RAW	LINKS	ATTACHMENTS
<p>Hello Superman superman,</p> <p>Your eServices application(s) will be submitted once payment has been received.</p> <p>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</p> <p>If EFT was selected as form of payment, please contact accounting@safetycodes.ab.ca for EFT information.</p>				

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

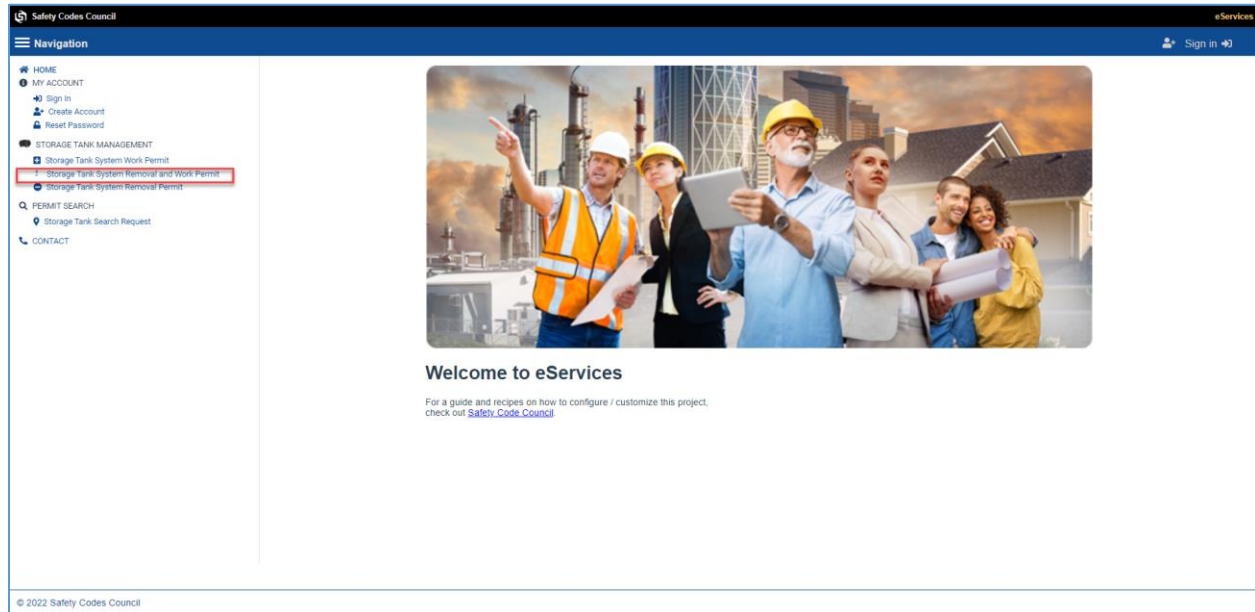
Application Not Complete – Awaiting Payment	
To	superman2022
From	noreply@safetycodes.ab.ca
Received	2022-09-29 08:17:32

HTML	JSON	RAW	LINKS	ATTACHMENTS
<p>Hello Superman superman,</p> <p>Your STS Search Request application has been submitted as credit was selected as a form of payment.</p> <p>However, payment will be required.</p> <p>If issuing cheque, please make cheques payable to Safety Codes Council and mail to: 500, 10405 Jasper Ave, Edmonton T5J 3N6</p> <p>If paying via EFT, please contact accounting@safetycodes.ab.ca for EFT information</p>				

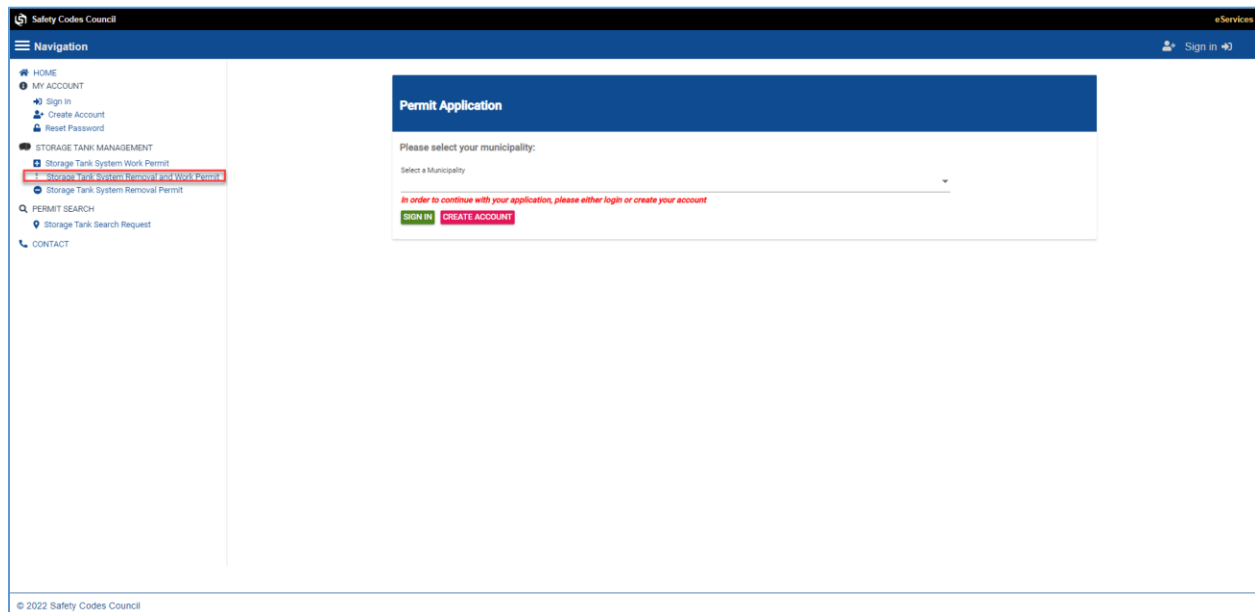
11. After selecting your payment method, select process transaction
12. Application will now be submitted
13. You will receive a confirmation email
 - a. Confirmation message will differ based on your payment method selected above
14. Go back to eServices
15. Select the “Home” section on the left hand 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

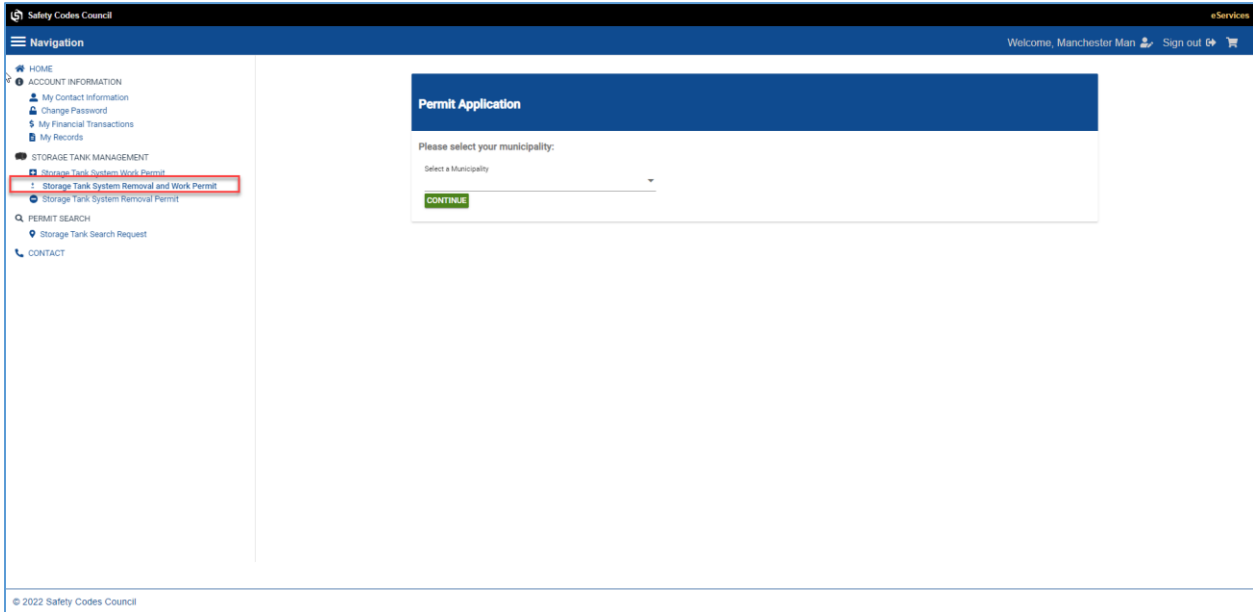


1. Go to the Safety Codes Council website <https://www.safetycodes.ab.ca/>
2. Select the **eServices** tab to take you to the home page, or alternatively use this link <https://eservices.safetycodes.ab.ca/>
3. Click Sign In or Create Account from the left hand menu
 - a. *This application can only be 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 Removal and 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



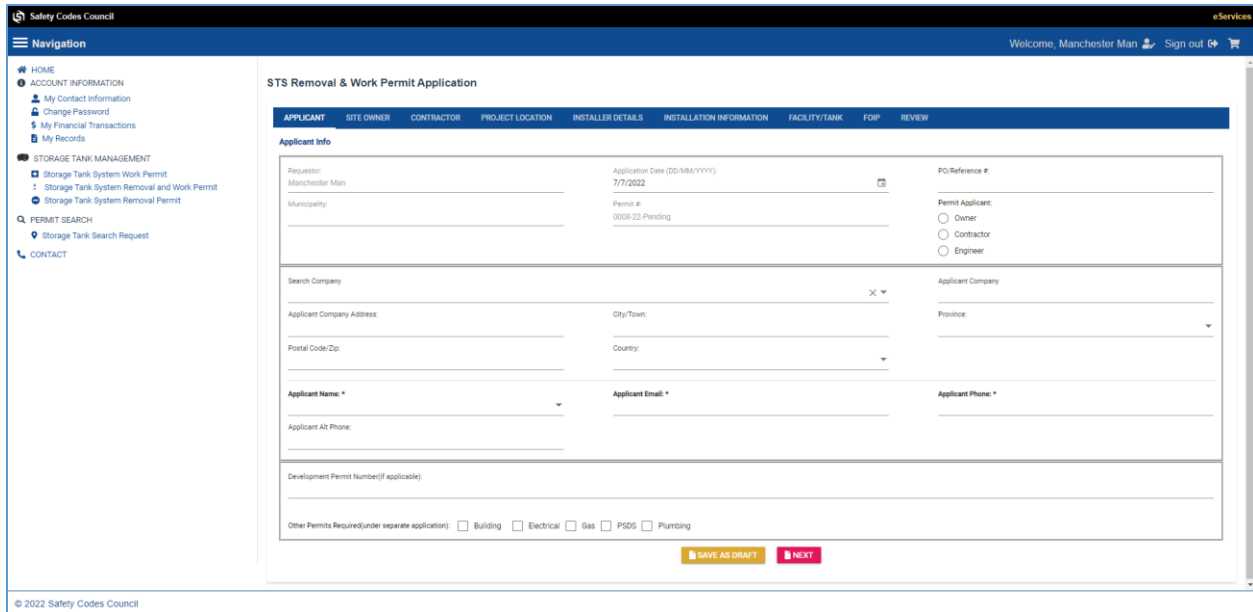
The screenshot displays the Safety Codes Council eServices portal. The left navigation menu includes sections for HOME, ACCOUNT INFORMATION, STORAGE TANK MANAGEMENT, PERMIT SEARCH, and CONTACT. Under STORAGE TANK MANAGEMENT, the option 'Storage Tank System Removal and Work Permit' is highlighted with a red box. The main content area shows a 'Permit Application' form with a dropdown menu to 'Select a Municipality' and a 'CONTINUE' button. The top right of the page shows a user login for 'Manchester Man' with a 'Sign out' link.

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

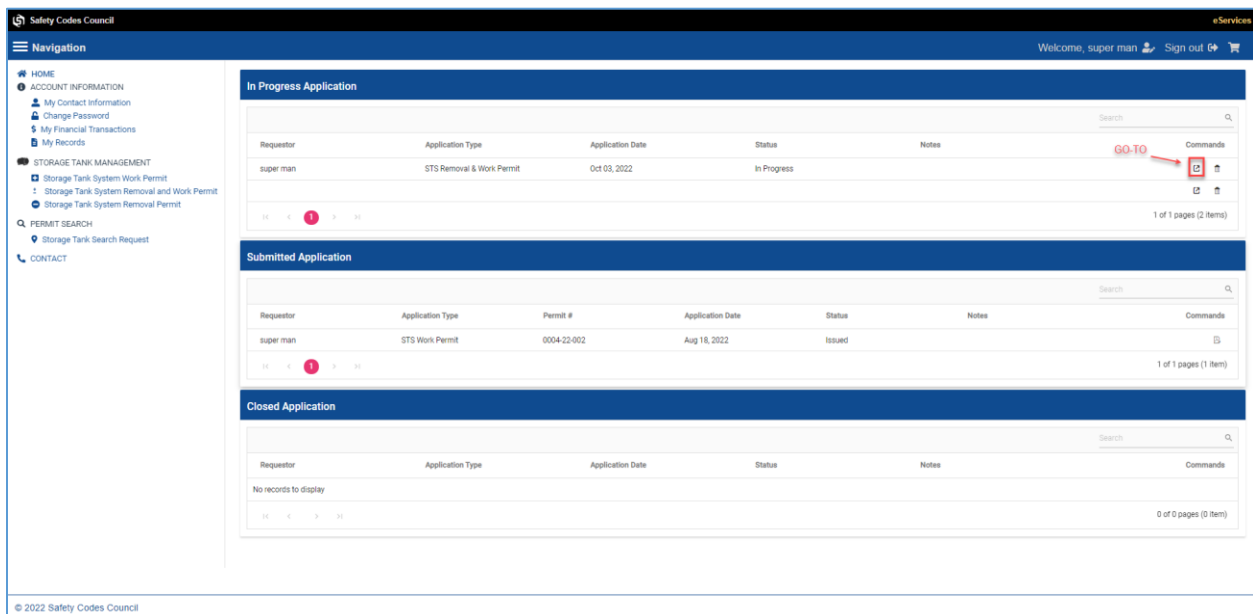
1. *If you select a company from the list, the details for field's I-M below will be auto-populated. If the data within any of the fields is incorrect, you can update it manually*

- 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.



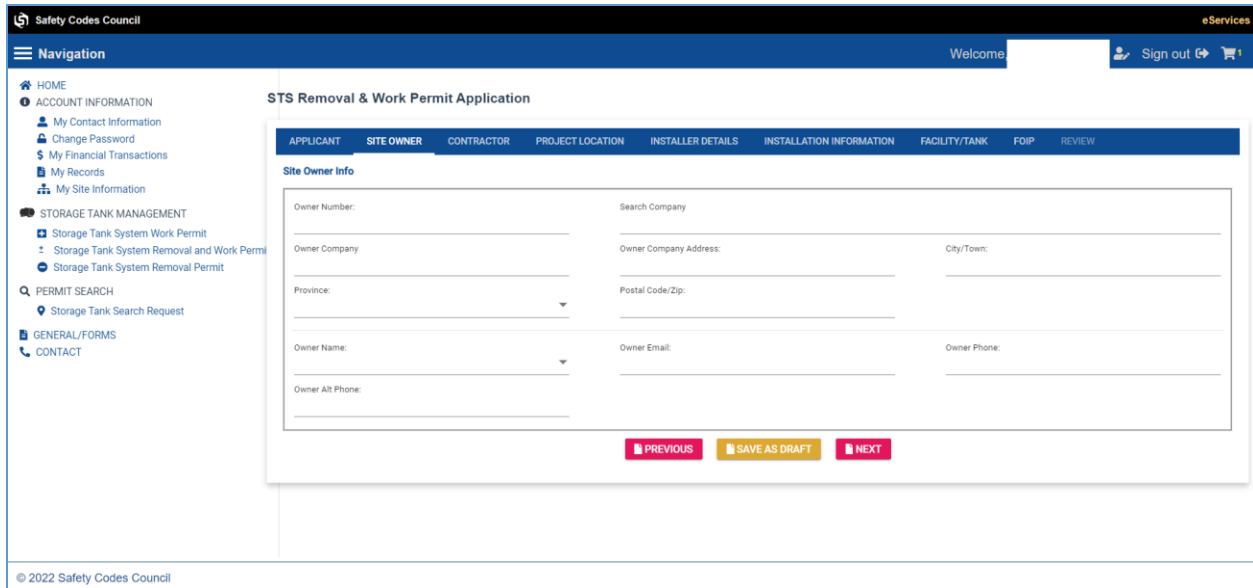
The screenshot displays the eServices interface for the Safety Codes Council. The top navigation bar includes the logo, 'eServices' label, and user information: 'Welcome, super man' with a 'Sign out' link. A left-hand navigation menu lists various options like HOME, ACCOUNT INFORMATION, STORAGE TANK MANAGEMENT, PERMIT SEARCH, and CONTACT. The main content area is divided into three sections: 'In Progress Application', 'Submitted Application', and 'Closed Application'. Each section contains a table of application records. In the 'In Progress Application' table, a red 'GO-TO' button with a magnifying glass icon is highlighted over the 'Commands' column of the first record. The 'Submitted Application' table shows one record with a '1' in a red circle next to the page number '1'. The 'Closed Application' table shows 'No records to display'.

Requestor	Application Type	Application Date	Status	Notes	Commands
super man	STS Removal & Work Permit	Oct 03, 2022	In Progress		[GO-TO] [Edit] [Delete]

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

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

Site Owner



The screenshot shows the 'STS Removal & Work Permit Application' form in the 'Site Owner' tab. The form includes fields for Owner Number, Search Company, Owner Company, Owner Company Address, City/Town, Province, Postal Code/Zip, Owner Name, Owner Email, Owner Phone, and Owner Alt Phone. Navigation buttons at the bottom include 'PREVIOUS', 'SAVE AS DRAFT', and 'NEXT'.

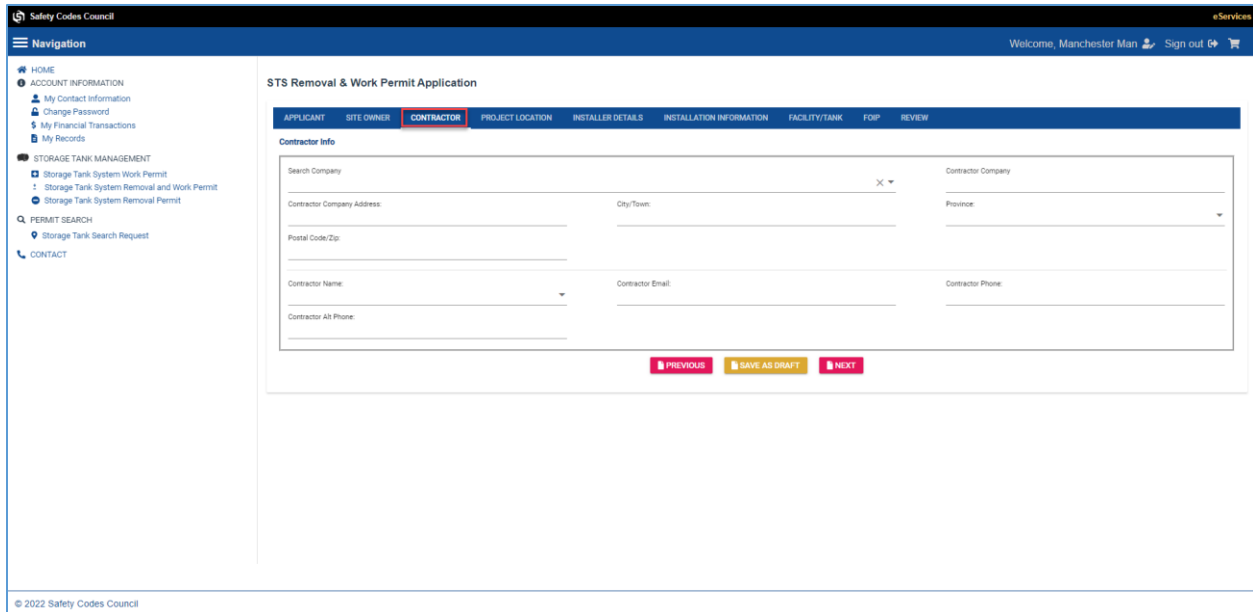
2. Site Owner:

- 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



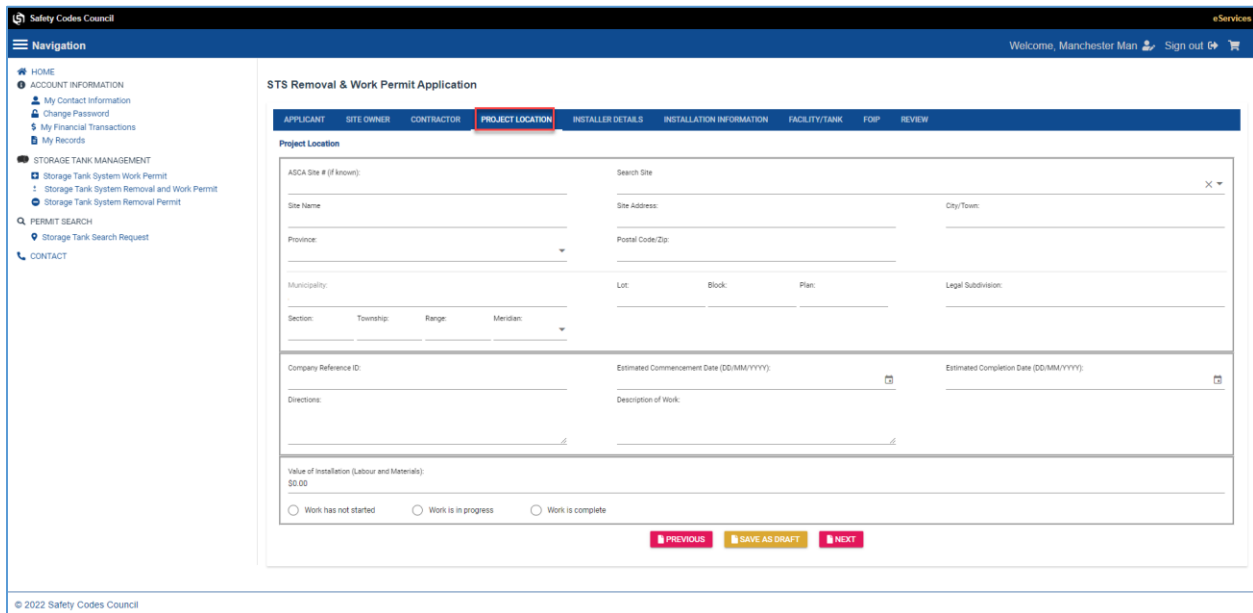
The screenshot shows the 'Contractor' tab selected in the 'STS Removal & Work Permit Application' form. The form includes fields for Contractor Company (with a search dropdown), Contractor Company Address, City/Town, Province, Postal Code/Zip, Contractor Name, Contractor Email, and Contractor Phone. Navigation buttons for 'PREVIOUS', 'SAVE AS DRAFT', and 'NEXT' are at the bottom of the form section.

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 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 Contractor'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. **Contractor Name:** This is the Contractor's name.
 - i. The Contractor name may be available from a drop-down, if the Contractor has selected a company from the search company field above, which has the contact associated with it on eServices.
 - ii. If the Contractor name cannot be found it can be entered manually within this field
- h. **Contractor Email:** This is the Contractor's email.
 - i. If the Contractor'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
- i. **Contractor Phone:** This is the Contractor's main contact number.
 - i. If the Contractor 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. **Contractor Alt Phone:** This is the Contractor's alternate contact number (If applicable).
 - i. If available on eServices, it will be auto-populated

Project Location



The screenshot displays the 'STS Removal & Work Permit Application' form on the Safety Codes Council eServices portal. The 'PROJECT LOCATION' tab is selected and highlighted with a red box. The form includes the following fields:

- APPLICANT, SITE OWNER, CONTRACTOR, PROJECT LOCATION, INSTALLER DETAILS, INSTALLATION INFORMATION, FACILITY/TANK, FOP, REVIEW** (Navigation tabs)
- Project Location** (Section header)
- ASCA Site # (if known):** Search Site (with a search icon and dropdown arrow)
- Site Name:** Site Address, City/Town
- Province:** Postal Code/Zip
- Municipality:** Lot, Block, Plan, Legal Subdivision
- Section:** Township, Range, Meridian
- Company Reference ID:** Estimated Commencement Date (DD/MM/YYYY), Estimated Completion Date (DD/MM/YYYY)
- Directions:** Description of Work
- Value of Installation (Labour and Materials):** \$0.00
- Work Status:** ☐ Work has not started, ☐ Work is in progress, ☐ Work is complete
- Buttons:** PREVIOUS, SAVE AS DRAFT, NEXT

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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

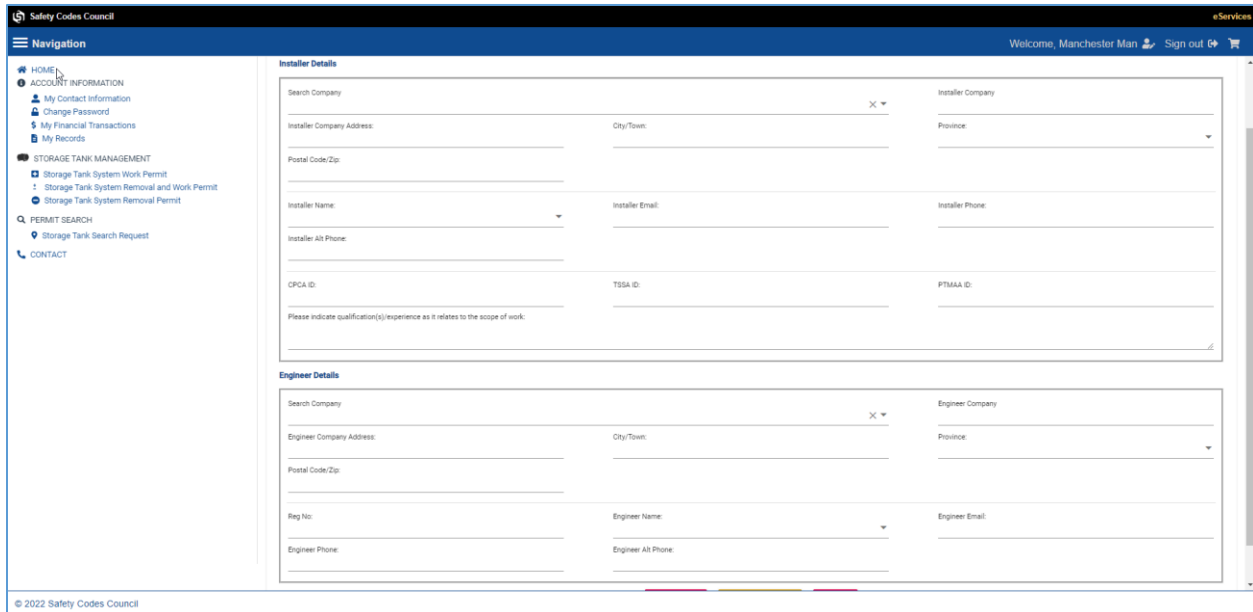
r. Work has not started: Indicate if the work is yet to commence

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,

- 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 Engineer'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 Engineer'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 Engineer'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. **Engineer Name:** This is the Engineer's name.
 - i. The Engineer name may be available from a drop-down, if the Engineer has selected a company from the search company field above, which has the contact associated with it on eServices.
 - ii. If the Engineer name cannot be found it can be entered manually within this field
- h. **Engineer Email:** This is the Engineer's email.
 - i. If the Engineer 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. **Engineer Phone:** This is the Engineer's main contact number.
 - i. If the Engineer 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. **Engineer Alt Phone:** This is the Engineer's alternate contact number (If applicable).
 - i. If available on eServices, it will be auto-populated

Installation Information

Safety Codes Council

Navigation

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

CONTACT

Welcome, Manchester Man

Sign out

STS Removal & Work Permit Application

APPLICANT

SITE OWNER

CONTRACTOR

PROJECT LOCATION

INSTALLER DETAILS

INSTALLATION INFORMATION

FACILITY/TANK

FOIP

REVIEW

Installation Details

Please confirm the following work to be completed	Choose One	Additional Information
Clearance between any 2 tanks greater than 1 m:	<input type="radio"/> Yes <input type="radio"/> N/A <input type="radio"/> No This field is required	Enter...
Vent discharge at least 1.5 m from any building opening:	<input type="radio"/> Yes <input type="radio"/> N/A <input type="radio"/> No This field is required	Enter...
Electrical equipment conforms to the Canadian Electrical Code for Hazardous Locations (pumps, lighting, grounding/bonding):	<input type="radio"/> Yes <input type="radio"/> N/A <input type="radio"/> No This field is required	Enter...
Owner, operator and/or staff trained in fueling operations and emergency procedures including spill control plan:	<input type="radio"/> Yes <input type="radio"/> N/A <input type="radio"/> No This field is required	Enter...
Clearance to structure(s): 0 m, 1.5 m or greater, 3 m or greater	<input type="radio"/> Yes <input type="radio"/> N/A <input type="radio"/> No This field is required	Enter...
Overflow protection device installed:	<input type="radio"/> Yes <input type="radio"/> N/A <input type="radio"/> No This field is required	Enter...
Please confirm the following work to be completed:	<input type="radio"/> Yes <input type="radio"/> N/A <input type="radio"/> No This field is required	Enter...
Minimum 2 x 40-B-C fire extinguishers installed where they can be easily seen and accessed:	<input type="radio"/> Yes <input type="radio"/> N/A <input type="radio"/> No This field is required	Enter...
Fire Department access within 60 m of any tank:	<input type="radio"/> Yes <input type="radio"/> N/A <input type="radio"/> No This field is required	Enter...
Tank supports greater than 300 mm (12") have minimum 2-hour fire resistance rating:	<input type="radio"/> Yes <input type="radio"/> N/A <input type="radio"/> No This field is required	Enter...
Tank(s), piping, dispenser(s) have collision protection:	<input type="radio"/> Yes <input type="radio"/> N/A <input type="radio"/> No This field is required	Enter...
Separation to LPG cylinders, tanks or other dangerous goods greater than 6 m:	<input type="radio"/> Yes <input type="radio"/> N/A <input type="radio"/> No This field is required	Enter...
Foundation details – firm level ground, concrete, masonry or steel (greater than 8,000 L requires engineered drawings):	This field is required	Enter...
Operating instructions posted at each dispenser:	<input type="radio"/> Yes <input type="radio"/> N/A <input type="radio"/> No This field is required	Enter...
Vent discharge above grade at least: 2 m for combustible liquids, or 3.5 m for flammable liquids	This field is required	Enter...
Nozzles with hold open device have breakaway couplings:	<input type="radio"/> Yes <input type="radio"/> N/A <input type="radio"/> No This field is required	Enter...
Emergency Shut-off device(s) 5-10 m away:	<input type="radio"/> Yes <input type="radio"/> N/A <input type="radio"/> No This field is required	Enter...
No Smoking, "Ignition Off" signs posted:	<input type="radio"/> Yes <input type="radio"/> N/A <input type="radio"/> No This field is required	Enter...
Tank Contents posted on at least 2 sides:	<input type="radio"/> Yes <input type="radio"/> N/A <input type="radio"/> No This field is required	Enter...
Dispenser hose(s) length not greater than 4.5 m, (6 m with retractor) and off the ground:	<input type="radio"/> Yes <input type="radio"/> N/A <input type="radio"/> No This field is required	Enter...

PREVIOUS

SAVE AS DRAFT

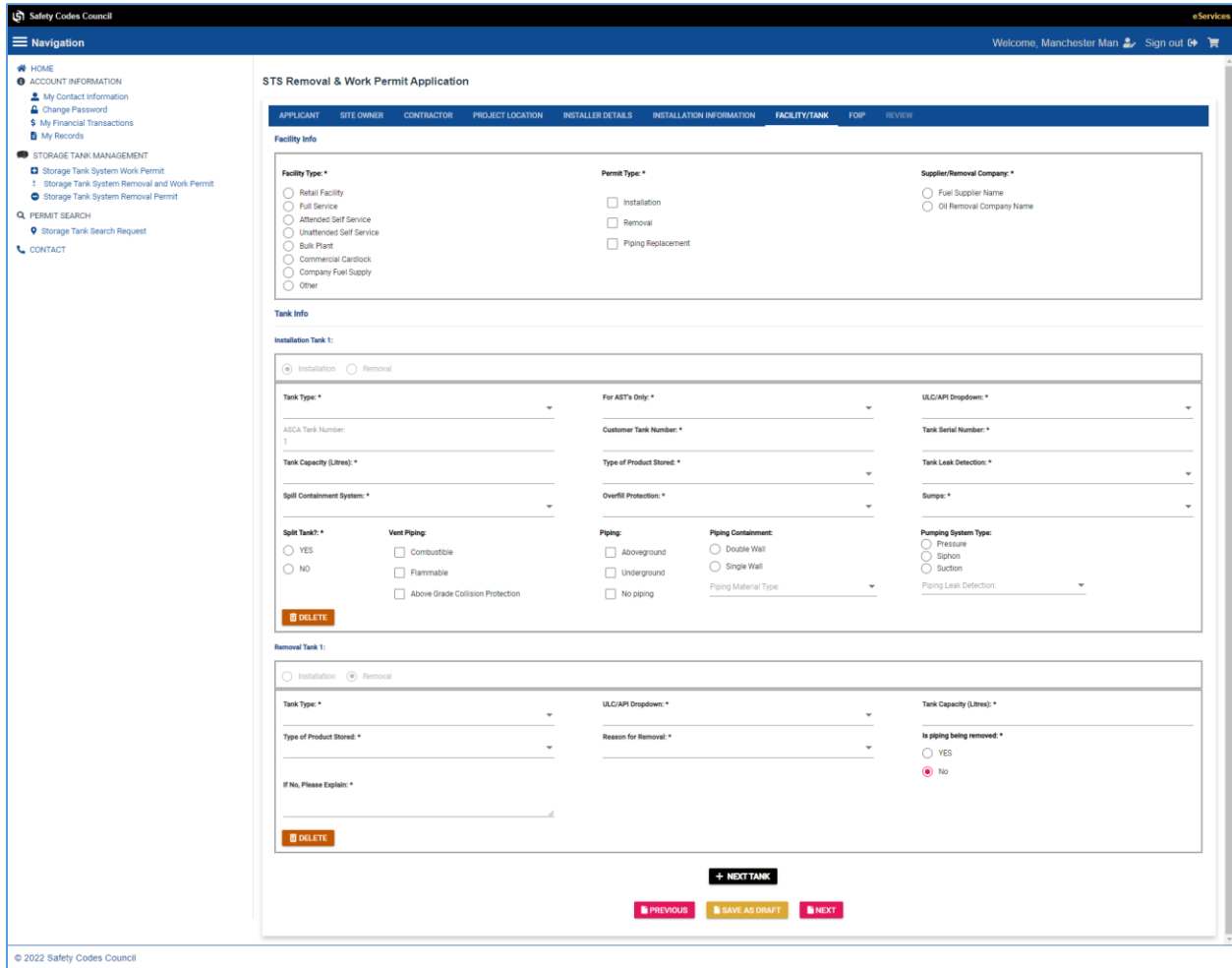
NEXT

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7. Installation Details:

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

Facility/Tank



The screenshot displays the 'Facility/Tank' section of the 'STS Removal & Work Permit Application' form. The form is divided into two main sections: 'Installation Tank 1' and 'Removal Tank 1'.

Facility Info:

- Facility Type:** Radio buttons for Retail Facility, Full Service, Attended Self Service, Unattended Self Service, Bulk Plant, Commercial Cardlock, Company Fuel Supply, and Other.
- Permit Type:** Checkboxes for Installation, Removal, and Piping Replacement.
- Supplier/Removal Company:** Radio buttons for Fuel Supplier Name and Oil Removal Company Name.

Tank Info:

Installation Tank 1:

- Tank Type:** Dropdown menu.
- For AST's Only:** Dropdown menu.
- ULC/API Dropdown:** Dropdown menu.
- ASCA Tank Number:** Text field.
- Customer Tank Number:** Text field.
- Tank Capacity (Litres):** Text field.
- Type of Product Stored:** Dropdown menu.
- Tank Serial Number:** Text field.
- Spill Containment System:** Dropdown menu.
- Overfill Protection:** Dropdown menu.
- Tank Leak Detection:** Dropdown menu.
- Spill Tank:** Radio buttons for YES and NO.
- Vent Piping:** Checkboxes for Combustible, Flammable, and Above Grade Collision Protection.
- Piping:** Checkboxes for Aboveground, Underground, and No piping.
- Piping Containment:** Radio buttons for Double Wall and Single Wall.
- Piping Material Type:** Dropdown menu.
- Pumping System Type:** Radio buttons for Pressure, Siphon, and Suction.
- Piping Leak Detection:** Dropdown menu.

Removal Tank 1:

- Tank Type:** Dropdown menu.
- ULC/API Dropdown:** Dropdown menu.
- Tank Capacity (Litres):** Text field.
- Type of Product Stored:** Dropdown menu.
- Reason for Removal:** Dropdown menu.
- Is piping being removed:** Radio buttons for YES and NO.
- If No, Please Explain:** Text field.

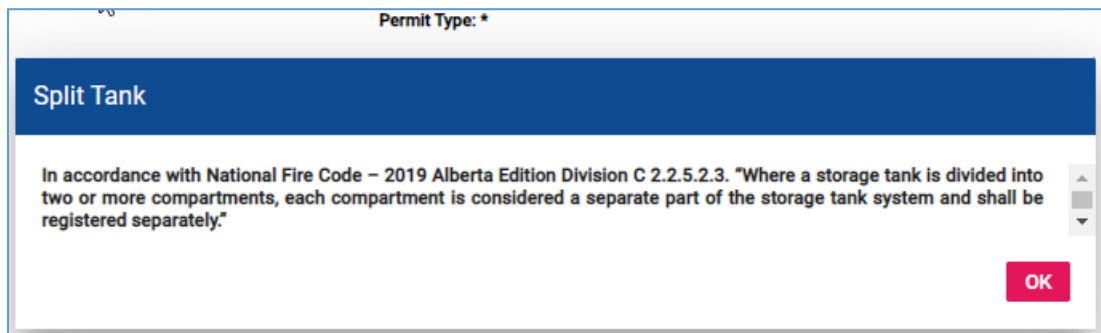
Navigation buttons at the bottom include: + NEXT TANK, PREVIOUS, SAVE AS DRAFT, and NEXT.

8. Facility Info:

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

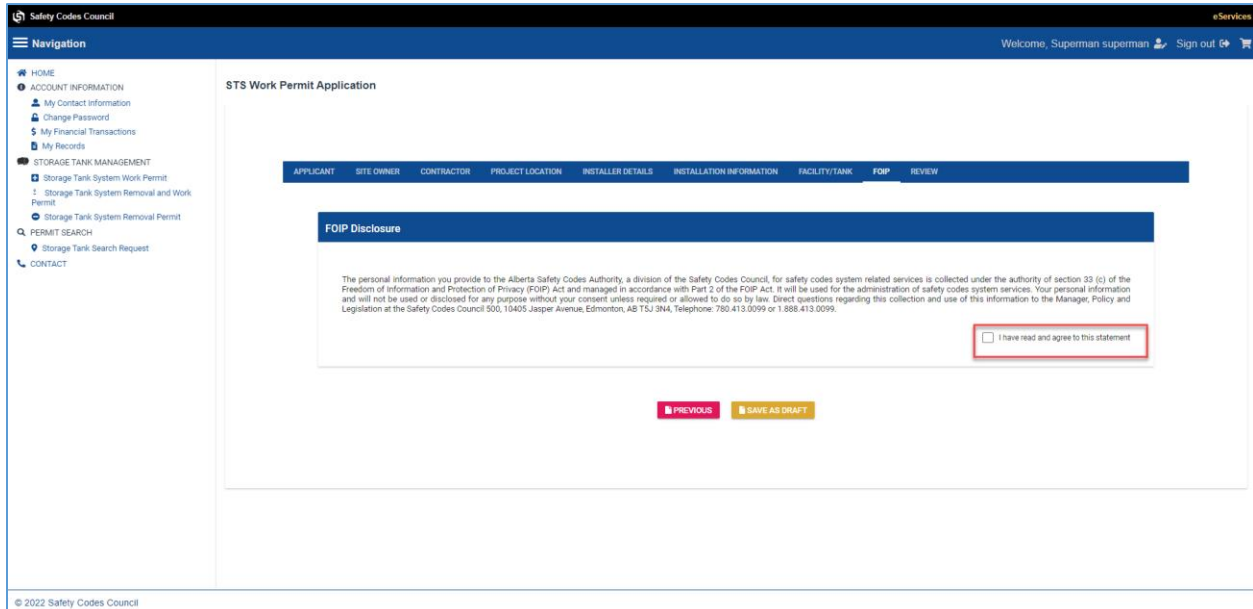
completed;

- i. **Piping Leak Detection Description:** Describe in detail your piping leak detection strategy

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

- a. **Tank Type*:** The tank type you want to remove must be selected from the predefined options.
- b. **ULC/API Dropdown*:** Select the ULC/API of the tank from the pre-defined list
- c. **Tank Capacity (Litres)*:** The capacity in litres for your tank
- d. **Type of Product Stored*:** The type of product that was stored in this tank must be selected from the predefined options.
- e. **Reason for Removal*:** The reason for removing the tank must be selected from the predefined options.
- f. **Is piping being removed*:** Confirm if you will be removing the associated pipes or not
 - i. **If you select “No”, you will need to provide an explanation**

FOIP



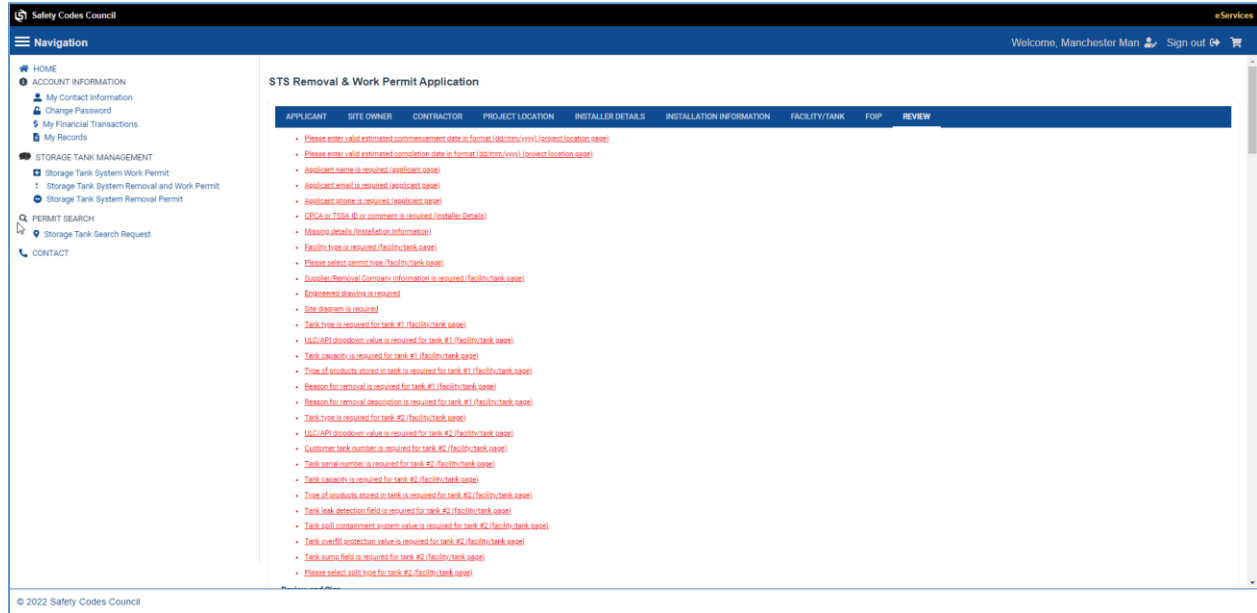
The screenshot shows the 'STS Work Permit Application' page in the 'Safety Codes Council' eServices portal. The user is logged in as 'Superman superman'. The navigation menu on the left includes links for HOME, ACCOUNT INFORMATION, STORAGE TANK MANAGEMENT, PERMIT SEARCH, and CONTACT. The main content area displays the 'FOIP Disclosure' step, which includes a paragraph of text about the collection and use of personal information under the Freedom of Information and Protection of Privacy (FOIP) Act. At the bottom of the disclosure text is a checkbox labeled 'I have read and agree to this statement'. Below the disclosure text are two buttons: 'PREVIOUS' and 'SAVE AS DRAFT'.

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

REVIEW

12. 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



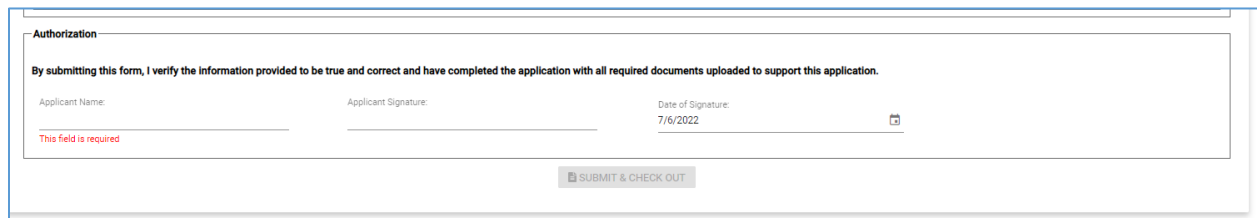
STS Removal & Work Permit Application

APPLICANT | SITE OWNER | CONTRACTOR | PROJECT LOCATION | INSTALLER DETAILS | INSTALLATION INFORMATION | FACILITY/TANK | FOP | REVIEW

- 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)
- CPCA or TSSA ID or comment is required (installer details)
- Massive 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)
- Engineered drawing is required
- Site diagram is required
- Tank type is required for tank #1 (facility/tank page)
- VLC-API dropdown value 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)
- Reason for removal is required for tank #1 (facility/tank page)
- Reason for removal description is required for tank #1 (facility/tank page)
- Tank type is required for tank #2 (facility/tank page)
- VLC-API dropdown value is required for tank #2 (facility/tank page)
- Customer tank number is required for tank #2 (facility/tank page)
- Tank serial number is required for tank #2 (facility/tank page)
- Tank capacity is required for tank #2 (facility/tank page)
- Type of products stored in tank is required for tank #2 (facility/tank page)
- Tank leak detection field is required for tank #2 (facility/tank page)
- Tank self containment pressure value is required for tank #2 (facility/tank page)
- Tank overfill protection value is required for tank #2 (facility/tank page)
- Tank source field is required for tank #2 (facility/tank page)
- Please select permit type for tank #2 (facility/tank page)

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



Authorization

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.

Applicant Name: _____ Applicant Signature: _____ Date of Signature: 7/6/2022

This field is required

SUBMIT & CHECK OUT