

**State of New Mexico
Petroleum Storage Tank Bureau**

Instructions for the Manual or Handwritten Completion of the Registration Form

The following instructions are meant to aid those who wish to complete the Petroleum Storage Tanks Registration Form manually. The form is designed for electronic data entry and contains many drop-down boxes with selected answers that are hidden until you open the dropdown box. The printed version of the form does not show the list of answers. Follow these instructions carefully to complete this form and feel free to contact the Bureau at (505) 476-4397 or the Bureau inspector in your area.

- I. The first drop-down box you will encounter on the form is located on page 2 in Subsection A of Section III – Type of Facility. You are asked what type of owner are you? Select one of the following choices:
 - A. Federal B. Local Government C. State D. Private – Corporate
 - E. Private – Individual F. School District
- II. Next, on page 2 in Subsection B of Section III – Type of Facility, and the question is what type of facility do you own? Select one of the following choices:
 - A. Retail B. Bulk Plant C. Fleet Refueling D. Construction E. Aviation
 - F. Emergency Power Generation G. Manufacturing H. Other
- III. In Section V (Pages 3 thru 5) – Description of Petroleum Storage Tank Systems there are many drop-down boxes that are identified by row number. Select the appropriate entry for each row.
 2. Tank Placement: Aboveground or Underground
 - 5A. Orientation: horizontal, vertical, rectangular, or unknown
 - 5B. Number of Walls: 1 - Single or 2 – Double
 - 5C. Form of Construction: Shop Built, Field-erected, or Unknown
 6. Tank Secondary Containment: none, double-walled, concrete, earth w/liner, or exempt
 - 7A. Piping Type #1 – Placement: aboveground or underground
 - 7B. Piping Type #1 – Material: FRP – Fiberglass, flexible, bare steel, black steel, coated steel, or galvanized steel

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- 7C. Piping Type #1 – Secondary Containment: none, double-walled, concrete, earth w/liner, or exempt
- 7D. Piping Type #2 – Placement (same choices as in row 7A)
- 7E. Piping Type #2 – Material (same choices as in row 7B)
- 7F. Piping Type #2 – Secondary Containment (same choices as in row 7C)
- 7G. Piping System Type: Pressurized or Suction
- 7H. Piping Corrosion Protection: Impressed, Isolation, Galvanic, or Paint
8. Substance stored in primary or #1 compartment: Reg. Unleaded, Super Unleaded, Prem. Unleaded, Diesel, Avgas, Jet-A, Lube Oil, Used Oil, Leaded Gas, Kerosene, Biodiesel, E85, Unknown, or Haz. Substance
- 8A. Substance stored in #2 compartment: (same choices as in row 8)
- 8B. Substance stored in #3 compartment: (same choices as in row 8)
11. Spill Containment: Spill bucket, remote fill box, or exempt
12. Overfill Prevention: ball float, flapper valve, fuel level alarm, other, or exempt.
- IV. In Section VII – Financial Responsibility under Subsection A you are asked what mechanism you will be using to satisfy this requirement and your choices are as follows:
- A. Insurance Policy B. Guarantee C. Guarantee & Self Insurance D. Self Insurance
- E. Surety Bond F. Letter of Credit G. Trust Fund H. Standby Trust Fund
- I. Local Government Financial Test

(Note: Once you have completed the form, sign it, and then mail it to the address at the top of the first page of the form.)