

MEMORANDUM

TO: North Dakota Petroleum Tank Owners and Operators
FROM: L. David Glatt, P.E., Director
SUBJECT: 2024-25 Petroleum Tank Online Registration Renewal
DATE: June 21, 2024

On July 1, 2019, the North Dakota Department of Environmental Quality (department) initiated management of the Petroleum Tank Release Compensation Fund (Fund) pursuant to House Bill 1024. The department is responsible for establishing rules and registration fees for the Fund. Administrative rules were adopted on October 1, 2022, that implemented a risk-based registration fee schedule. Tank registration fees are based on the degree of hazard the tank poses to petroleum product releases.

This memorandum is your Fund registration annual renewal notice. Included are instructions on registering your tanks with the Fund for the upcoming registration year starting August 1, 2024, and ending July 31, 2025. The current registration coverage expires on July 31, 2024. The Fund requests tank owners and operators utilize the online registration portal for tank registration. Please find included instructions to access the online portal system, certify the tanks, and make the registration fee payment. Please certify the tanks and make tank fee payments as soon as practical on or after July 1, 2024. Tank fee payments received after September 1, 2024, incur a late fee of \$25 per tank per month until registration and late fee payments have been received.

All tank owners or operators (owners) must register their petroleum storage tanks and pay the annual registration fee for aboveground and underground tanks. All tanks must be registered, whether they are in use or not. Exceptions are listed on page 3 of this memorandum. Owners with unregistered tanks could be charged with a Class B misdemeanor. Owners are to verify their tank's contents (especially fuels with concentrations of ethanol of more than 10%) are compatible with tank infrastructure and all fuel-related components including hoses, gaskets, pipe dope, etc.

The Fund was developed to financially assist petroleum tank owners and operators with the costs they incur for the cleanup of contaminated soil and/or third-party liability in the event of a petroleum release. The fund was established to cover a major share of the corrective action cleanup costs for such a release. In the event of corrective action, the eligible owner or operator is required to pay the first \$5,000. The owner or operator is then reimbursed for 90 percent of eligible cleanup costs between \$5,000 and \$155,000. Thereafter, the fund will reimburse 100 percent of the eligible cleanup costs up to the \$1,000,000 limit.

The fund cannot reimburse for cleanup expenses if a tank owner or operator is not current with their registration fees and is not in substantial compliance with all applicable rules of the United States environmental protection agency, the state fire marshal, and the department. It is extremely important to be in substantial compliance including having an approved Spill Prevention, Control, and Countermeasure (SPCC) plan that consists of appropriate diking or a secondary containment system for aboveground storage tanks.

Please refer to PTRCF online registration renewal portal instructions listed below. If you have any questions, contact the PTRCF at 701-328-5191 or by e-mail at: deqptrcf@nd.gov

North Dakota Petroleum Release Tank Compensation Fund (PTRCF) Online Registration Renewal Portal Instructions

- 1. Enter the PTRCF Online Portal** found at our website: <https://ptrcf.deq.nd.gov/deq/PTRCF/>
 - Enter your North Dakota login and password. You may already have one for another state agency. Note: the UST Program login will not work.
 - If you do not have a North Dakota login, use the **Register Now!** link to establish a login allowing you access to the ND Online Services. Continue the online registration process by entering your newly created North Dakota login and password.
 - A **FAQ** section is available on the login page to assist you with the North Dakota login and password process.
- 2. Review the tank information online.** The online tank information must match what is at the registered site. If changes need to be made to the online tank information, there are instructions in the portal that allow some changes online. Call the PTRCF customer help line (701-328-5191) to request changes to the Tank Risk Classification. Follow Step 3 to submit changes with paper forms. If the online tank information is correct, certify the tank information then proceed to Step 4.
- 3. To correct the online tank information, complete the required information online.** Submit any corrections online (see below). Paper forms may also be downloaded and filled out manually and emailed to DEQPTRCF@nd.gov or mailed to the PTRCF. Call the PTRCF customer help line (701-328-5191) for help locating the correct forms at the PTRCF website. Instructions for online portal changes can be found at the online registration portal or at the PTRCF weblink: <https://deq.nd.gov/Director/PTRCF>.
 - **If a site has an incorrect physical address:**
You will need to log into the PTRCF Online Portal. Click on the Details button on the Owner Information page under Facilities for your registration site. On the Facility Information page, in the Select Action box, select 3, then select the **GO** button. Note the changed address information under Physical Address *. Corrections will be sent to the PTRCF for updating. You will be notified by email that the information has been processed and the online payment option will be available. Go to Step 4.
 - **If a site added or has unreported tanks:**
You will need to log into the PTRCF Online Portal. Do not attempt to certify tanks online if adding a tank. Input the added tank first. Note the tank corrections by clicking on the Details button on the Owner Information page under Facilities for your registration site. On the Facility Information page, in the Select Action box, select 1, then select the **GO** button. List the site's new or unregistered tank information by clicking on the **+** sign on the Add Tank box. Follow the prompts to input the new tank information. The electronic payment option will not be available until you receive an email notification from the PTRCF that the additional tanks have been added and a corrected invoice has been generated. You will need to log into the PTRCF Online Portal and certify the tank information then proceed to Step 4.
 - **If you have removed or sold any tanks:**
You will need to log into the PTRCF Online Portal. Do not attempt to certify tanks online if you have previously removed or sold a tank. Input the changes to the tank information first. To complete the tank information, click on the Details button on the Owner Information

page under Facilities for your registration site. On the Facility Information page, in the Select Action box, select 2, then select the **GO** button. List the site's tank changes under Tank Sale or Removal/Disposal section where the previous tanks are listed. If the tank was sold complete the information section indicating the entity who purchased the tank. The electronic payment option will not be available until you receive an email notification from the PTRCF that the removed or sold tanks have been deleted and a corrected billing notice has been generated. You will need to log into the PTRCF Online Portal and certify the tank information is correct, then proceed to Step 4.

4. Payment may be made electronically or by mail with a check or money order

- You must certify the tank information in the online portal before you can make payment.
- To certify your tank information, on the Owner Information page, in the Select Action box, select 1 (*Certify Tanks for Annual Registration*), then select the **GO** button. You can certify facility tanks with a registration status of Pending. Press the button that says Certify Tanks. Proceed by certifying each of the facility's tanks . Detailed instructions are available as a pdf file on the portal's North Dakota login page under a drop down description by clicking on the green tab labeled 'Help Documents' (*PTRCF Web Portal User Instructions*).
- You may make payment electronically by credit card or automated bank withdrawal. Follow the prompt on the online portal for electronic payment.
- You may also mail in your payment. Print the invoice from the online payment portal. Submit the invoice with your check or money order to ND Dept. of Environmental Quality
- Owners with multiple facilities have the option to pay for all their facilities in one electronic transaction or with one check or money order.

Mail a check or money order to the ND Dept. of Environmental Quality mailing address below:

North Dakota Department of Environmental Quality (NDDEQ)
Attn: PTRCF 3rd Floor
4201 Normandy Street.
Bismarck, ND 58503-1324

Tank Classification Tables & Fees

Table 1

These risk classifications apply to underground storage tank(s)

Underground Storage Tank type at Registered Tank Location	Annual Fee
1 = Double wall piping & tank(s) – Underground 2009 and newer installation	\$150.00
2 = Double wall piping & tank(s) – Underground 2008 and older installation	\$187.50
3 = Single wall underground tank(s) with double wall piping	\$225.00
4 = Double wall underground tank(s) with single wall piping	\$262.50
5 = Single wall underground tank(s) with single wall piping	\$300.00

Table 2

These risk classifications apply to aboveground storage tank(s)

Aboveground Storage Tank type at Registered Tank Location	Annual Fee
1 = Aboveground tank(s) feeding aboveground piping	\$150.00
2 = Aboveground tank(s) feeding underground piping with *leak detection	\$225.00
3 = Aboveground tank(s) feeding underground piping without *leak detection	\$300.00

North Dakota Petroleum Release Tank Compensation Fund Tank Exemptions

The following tanks are excluded from fund coverage and not required to be registered:

- Federal government tanks
- Portable tanks
- Pipeline facilities
- Underground farm or residential tanks 1,100 gallons or less, for non-commercial purposes
- Above-ground farm or residential tanks of any size, used for non-commercial purposes (may be registered but not required)
- Heating fuel tanks used on premises were stored
- Propane tanks
- A liquid trap or gathering operation
- Surface impound, pit, pond or lagoon
- Flow-through process tank
- A tank in a basement, cellar, shaft, or tunnel if upon or above the surface of the floor
- A tank used to fuel rail locomotives or surface coal-mining equipment
- A tank with a capacity under 1,320 gallons used to store lubricating oil

North Dakota Login Instructions

North Dakota Login or ND Login is a statewide account that can be used across many state agencies within North Dakota state government.

Most NDDEQ online services use the ND Login. If you already have an ND Login, you can use it for the NDDEQ Online services. If you do not, below are instructions for how to sign up for an ND Login account.

How to Sign-up for a North Dakota Login Account

- 2 Go to <https://apps.nd.gov/itd/ldap/registration.htm>, you will see the page below. You will be asked to provide a unique User ID.
- 3 Next, you will be asked to provide a password.
- 4 Fill in the rest of your information.

North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota Login

Steps: **Profile Registration** | Confirmation

Please DO NOT use Backspace in non-text fields. Pressing Backspace key may navigate you to the previous page.

Business/Organization Account Details

Business/Organization accounts should only be used for online services related to the business or organization you represent

Login Details

*User ID:
*Password:
*Confirm Password:

Business/Organization Information

*Business Name:
*Contact Name: First MI Last Suffix
*Address 1:
Address 2:
Address 3:
*City, State, Zip (55554444)
*Country: United States of America
*Business Phone: (2223334444) Ext.:

Account Recovery Setup

Email
*Business Email:
An activation code will be sent to your email address. Use the activation code to complete setup for email recovery option.

Optional Cell Phone Recovery Option
Cell Phone Number:
An activation code will be sent to your cell phone. Use the activation code to complete setup for cell phone recovery option.

[More Information](#)

Terms of Use:
Please read the [Terms of Use](#) carefully before creating your North Dakota Login. By registering for a North Dakota Login, you agree to be bound by and comply with the [Terms of Use](#) governing the use of your North Dakota Login.
 I Agree

At the bottom of the page, review the Terms of Use and click the check box that says, "I Agree". Then press the button to create the account.