



# ***ACCESSDEQ USER GUIDE***

## ***UNDERGROUND STORAGE TANK (UST)***

### ***PERMITS***

**Department of Environmental Quality (DEQ)  
Division of Waste Management (DWM)  
Underground Storage Tanks (UST), Permits and Inspection Branch (PIB)  
Permitting Transformation Program (PTP)**

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## Document Overview

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This document walks through the AccessDEQ Application Portal in the Permitting Transformation Program (PTP) solution created for the Underground Storage Tank (UST) Program permitting.

More information about the UST program is on [NC DEQ's Underground Storage Tank webpage](#) and the [UST Permitting and Inspections Branch](#) webpage.

A revision history and approvals for this document are recorded in [Appendix A](#).

Helpful reference information may be found in [Appendix B](#).

Brief instructional videos can be found on DEQ's YouTube channel in the [AccessDEQ Portal Instructional Video](#) playlist.

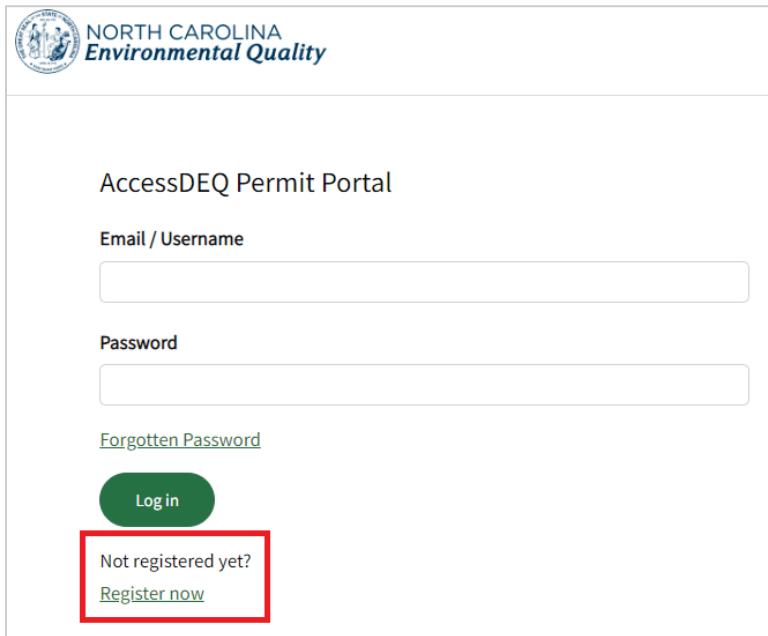
## General Instructions for Portal Users

- The left-hand navigation panel is accessible throughout AccessDEQ and can be toggled open or closed by clicking the hamburger icon  in the top left of the screen.
- Clicking the **Action** button on the Applications grid displays available options, such as sharing, viewing, or editing.
- Fields or grid rows with a **pencil icon**  or the **edit button** allow editing upon clicking the icon.
- Fields displaying a down caret  indicate a drop-down list is available. In some cases, an  **Add New** option displays indicating an option to create a new choice.
- Fields on the application marked with an **asterisk \*** are mandatory fields and cannot be left blank. Users will not be able to proceed if a mandatory field is left blank.
- The  **Add Existing** option on grids will display a list of existing records that can be selected from a drop-down list and added to the grid.
- The  **Add** option on grids can be used to create a new record
- Location and contact information records may be stored with the portal user account allowing the user to select from their own list for certain fields within an application. At the beginning of a new PCSW application, a user may have none of these associated records.
- Columns in most tables can be sorted by clicking the column heading. Where vertical ellipses (dots) appear in the column heading, clicking on the ellipses displays a menu of available options, such as column sorting and filtering.
- Text boxes appearing with diagonal lines at the bottom right can be expanded or reduced by clicking in the area then dragging the box's bottom line down or up.



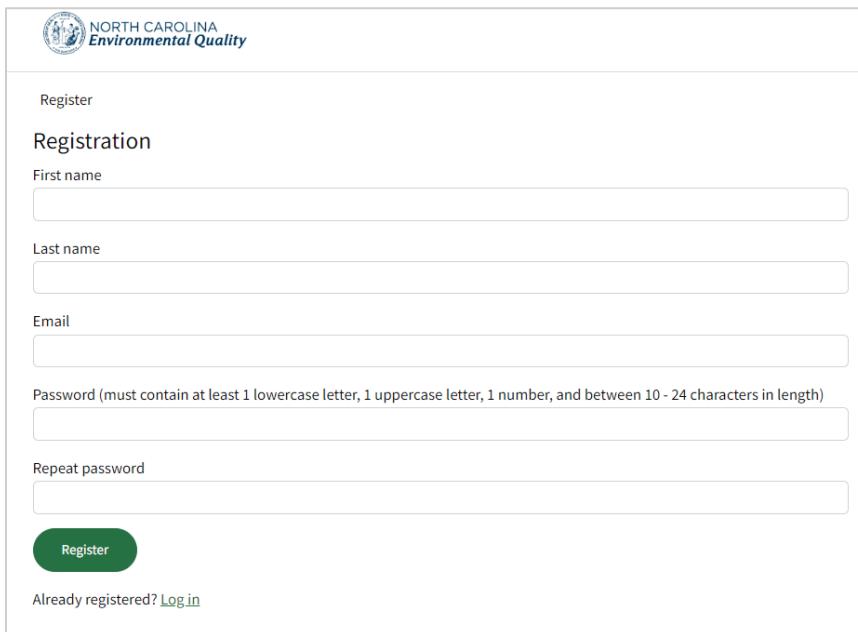
## AccessDEQ Home & Registration

The home page for AccessDEQ is <https://accessdeq.nc.gov>. The user portal home page is <https://portal.deq.nc.gov/my-accessdeq>. Users who are not signed in will be presented with the login screen where new users can use the **Register now** link to register for a new account. This screen can also be reached using <https://portal.deq.nc.gov/login>.



The screenshot shows the AccessDEQ Permit Portal login page. It features the North Carolina Environmental Quality logo at the top left. Below the logo, the text "AccessDEQ Permit Portal" is displayed. There are two input fields: "Email / Username" and "Password". Below the password field is a link "Forgotten Password". A green "Log in" button is positioned below the password field. At the bottom of the page, a red box highlights a link "Not registered yet?" followed by a green "Register now" button.

Applicants can fill out the required information and click **Register**.



The screenshot shows the AccessDEQ Registration page. It features the North Carolina Environmental Quality logo at the top left. The page is titled "Registration". It contains four input fields: "First name", "Last name", "Email", and "Password (must contain at least 1 lowercase letter, 1 uppercase letter, 1 number, and between 10 - 24 characters in length)". Below the password field is a "Repeat password" field. A green "Register" button is located at the bottom left. At the bottom of the page, there is a link "Already registered? [Log in](#)".

A confirmation email from the address **DoNotReply-DEQPermits@deq.nc.gov** containing a link to activate the account will be sent to the email address on the registration. Upon logging in for the first time the user will be prompted to set up security questions and answers for their account. Then the user must sign the

Electronic Signature Agreement (ESA). This will only be required once. To sign the document click **Sign Electronically & Submit**.

Some browsers may not display the preview of the agreement document. The agreement can be opened by clicking the **Open ESA Document** link.

## Authenticate User

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Password:

 What is your mother's maiden name?



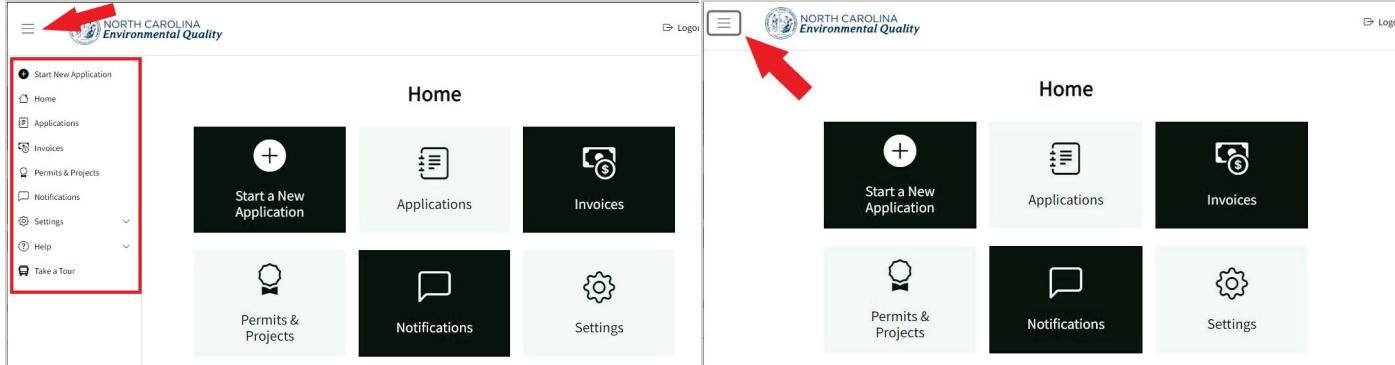
**Validate**

Next, the user will enter their password and answer a security question to complete signing.

Once that is complete, the user will be directed to their account Profile to enter a phone number.

Other optional fields can also be completed. Adding entries for such fields as company name and job title is advisable for consultants and those who will be signing and submitting applications.

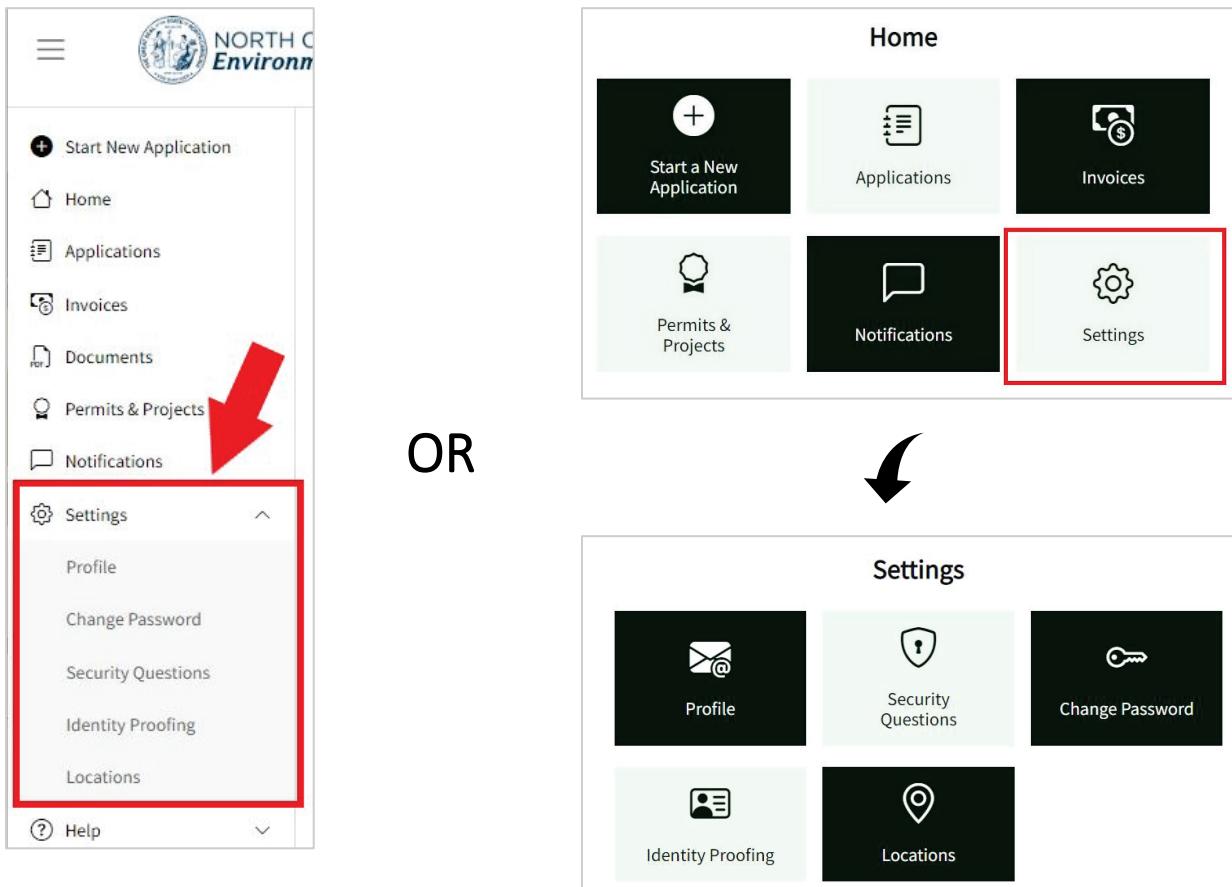
The left-hand navigation menu is accessible anywhere within AccessDEQ. Users may toggle it open or closed by clicking the hamburger icon  in the top left of the screen. Each tile on the **Home** page is also an entry in the navigation menu.



Left-hand Navigation Menu Expanded

Left-hand Navigation Menu Collapsed

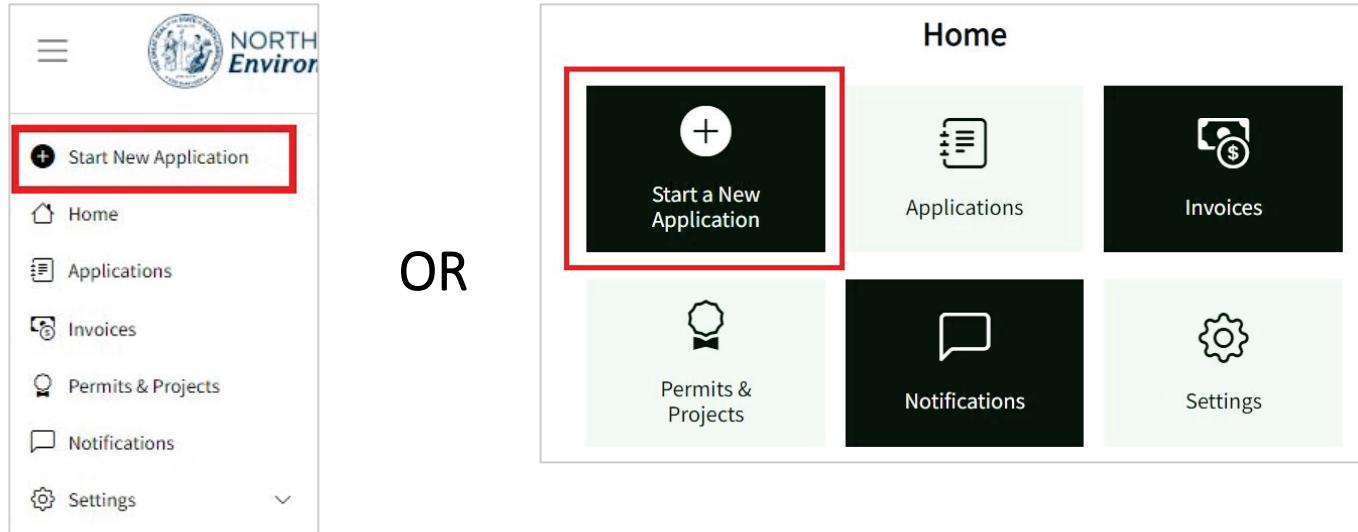
From the Settings menu, users may perform operations such as updating their security questions or initiate identity proofing. Settings can be reached anywhere within AccessDEQ from the  **Settings** section in the left menu and navigation panel. Clicking the heading will expand or collapse the section. Settings may also be reached by clicking the **Settings** tile on the Home page.



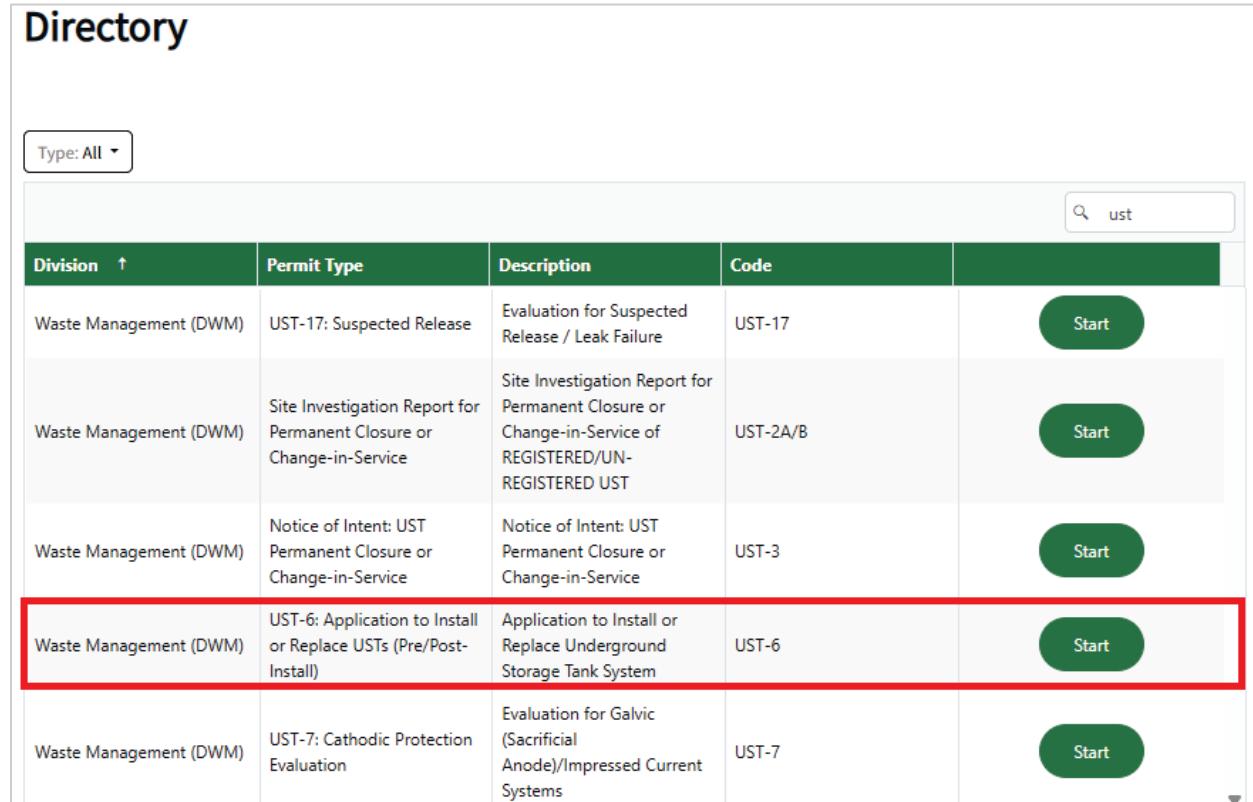
## UST-6A (Pre-Installation) New Application

### Starting A UST-6A Application

After signing into the portal a user may create a new application from the application Directory by clicking **Start New Application** from the left-hand navigation or by clicking the **Start a New Application** tile on the Home screen.

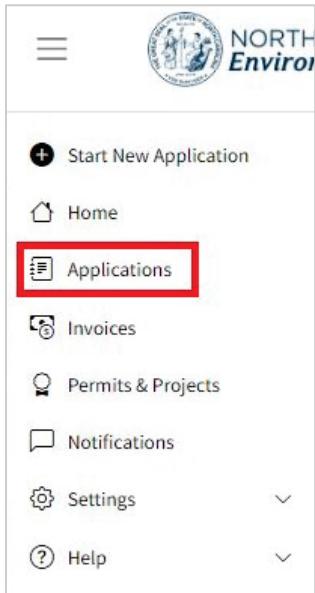


The application Directory will open from which an application may be started for a UST Pre-Installation (UST 6A) finding the selection for UST-6 and clicking **Start**.

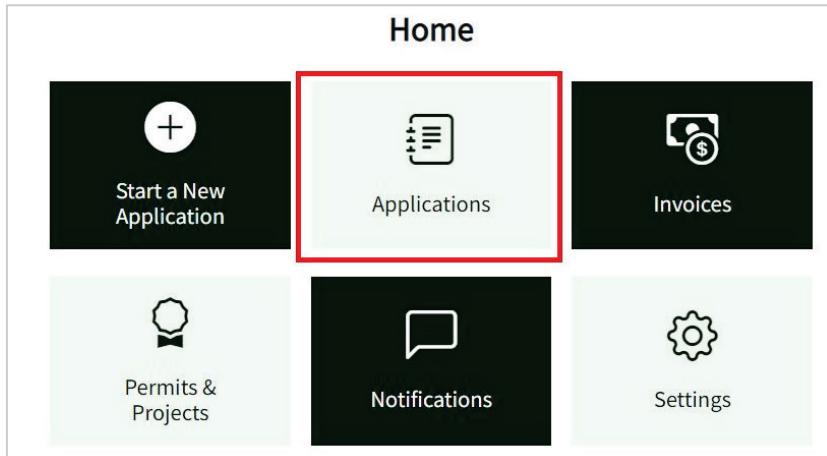


Division	Permit Type	Description	Code	
Waste Management (DWM)	UST-17: Suspected Release	Evaluation for Suspected Release / Leak Failure	UST-17	<b>Start</b>
Waste Management (DWM)	Site Investigation Report for Permanent Closure or Change-in-Service	Site Investigation Report for Permanent Closure or Change-in-Service of REGISTERED/UN-REGISTERED UST	UST-2A/B	<b>Start</b>
Waste Management (DWM)	Notice of Intent: UST Permanent Closure or Change-in-Service	Notice of Intent: UST Permanent Closure or Change-in-Service	UST-3	<b>Start</b>
Waste Management (DWM)	UST-6: Application to Install or Replace USTs (Pre/Post-Install)	Application to Install or Replace Underground Storage Tank System	UST-6	<b>Start</b>
Waste Management (DWM)	UST-7: Cathodic Protection Evaluation	Evaluation for Galvic (Sacrificial Anode)/Impressed Current Systems	UST-7	<b>Start</b>

The Directory may also be accessed from the **Applications** page of My AccessDEQ. It can be reached by selecting it from the left-hand navigation menu or the tile on the Home screen.



OR



Clicking on **+Start New Application** at the top of the list will open the application Directory.

<h2>Applications</h2>					
Use this page to start a new application, share an application, edit an existing application or check the status of a submitted application.					
<input type="button" value="Status: All ▾"/>					
<input type="button" value="+ Start New Application"/> <input type="button" value="Export to Excel"/>					
Application	Program	Application Type	Status	Application For	Primary Applicant
<a href="#">PA-019756</a>	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	Completeness Review	Venus Trees	Gordon Sims

## Application Introduction

The first page contains information about the UST-6 application.

### UST-6 Application Overview for Underground Storage Tanks

Division of Waste Management

#### Applicability

Owners and operators of regulated underground storage tank (UST) systems are required to submit a UST-6 form, *Application to Install or Replace Underground Storage Tank Systems*, for review and approval prior to installing new UST tank and/or piping systems. This includes installing new tanks, new piping, or extending piping at an existing site. UST systems used to contain a regulated substance include hazardous substances defined in CERCLA Section 101(14) and petroleum substances as defined in [15A NCAC 2N .0203](#).

#### Regulated USTs include the following:

- USTs used to store or resell petroleum product (e.g. motor fuels, jet fuels, waste oil, kerosene, varsol, transmission fluid, mineral spirits, gasohol, etc.)
- USTs used to store heating oil for resale or for use off premises where stored
- Farm or residential USTs > 1,100 gals

#### Restrictions: Restrictions on the installation and placement of regulated UST systems are as follows:

- No UST system or UST system component may be installed within 100 feet of a public water supply well as defined in 15A NCAC 18C
- No UST system or UST system component may be installed within 50 feet of any other well used for human consumption.

Clicking **Continue** at the bottom of the screen will start a new application.

of the installation activity, such as scheduling tank delivery and a crane, it is recommended that you contact the inspector one or two weeks in advance so that a mutually convenient inspection date may be arranged on or around your proposed date. Note that inspections cannot be scheduled for weekends or state holidays.

If you are ready to begin an application to *Install or Replace an Underground Storage Tank System(s)*, click Continue below.

**Continue**

Each application is automatically assigned a unique permit application number (PA-#####). Users can leave and return to applications in progress without having to re-enter information. Unsubmitted applications can be revised at any time. They are accessed from the [Applications Grid](#).

**UST-6 Application Overview for Underground Storage Tanks**

Division of Waste Management

**Stepper Display**

Permit Application Number: PA-036636

Location: New Caprica Surf City

**Key Stakeholders**

- 1 Installation Type & Location
- 2 **Key Stakeholders**
- 3 Scope of Proposed Work
- 4 Tanks at this Location/Facility
- 5 Compartmented Tanks
- 6 Manifolded Tanks
- 7 Containment Sumps
- 8 Attachments
- 9 Share This Application
- 10 UST Review and Sign

**Stakeholders**

Primary Applicant: North Carolina Professional Engineer

Primary Contact: Main UST System Installation Contractor

**Ownership of UST System**

Step back and forth. Information is saved on clicking **Save & Continue**.

**Back** **Save & Continue**

As users progress through the application, they can use the **Back** and **Save & Continue** buttons at the bottom of the screen to step back and forth through the application. Entered information is saved once **Save & Continue** is clicked.

A stepper display illustrates the progression within the application

**Note:** As users progress through the application, the steps appearing on the Stepper Display may change according to the contents provided in the application.

## Installation Type & Location

The first page of the application collects basic information about the installation.

Users can enter the **Projected Installation Start Date** or leave it blank and select the appropriate **Reason**.

Users can select the **UST System components to be installed** from the dropdown:

- Piping Only
- Tanks & Piping**
- Tanks Only
- Piping Only (Emergency)\*

**Type of Notification**

**UST-6 Type \***  
UST-6A (Pre-Installation)

**Projected Installation Start Date (skip if date is not confirmed and provide reason below) \***

**UST System components to be installed (Check one) \***

**Reason for missing Installation start date**

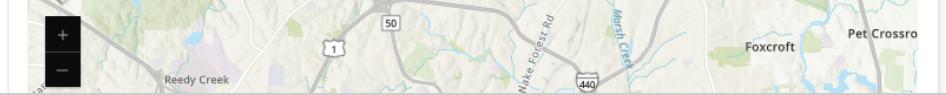
**Location of UST System**

Search for your Location/Facility below.  
Note: Click the "Add New" button to select a parent location if the facility is part of a larger site, such as a military base, campus, or industrial complex.

**Facility Name \***

Search by name, address, ID

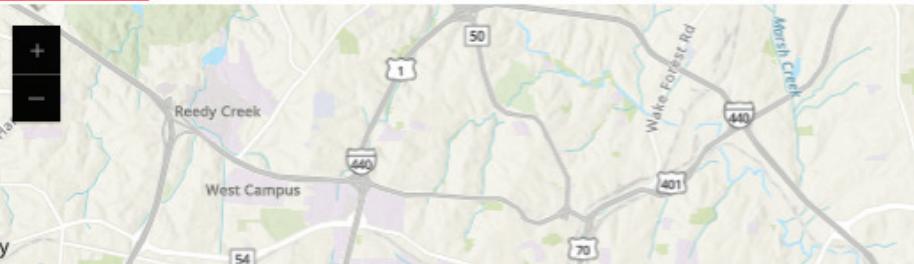
**+ Add New** | **View / Edit**



Next the user can enter or select **Location of UST System**. To add a new facility users can click **+ Add New**.

Search by name, address, ID

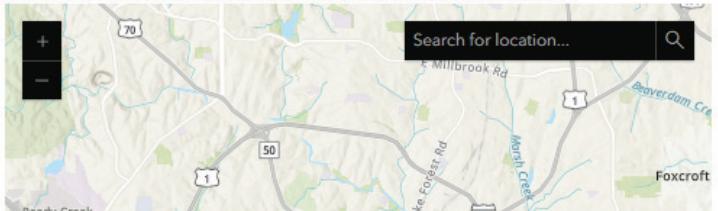
**+ Add New** | **View / Edit**



A modal window will appear allowing the user to enter information about the facility's name and location.

**Physical Address**

What type of location is this? \*

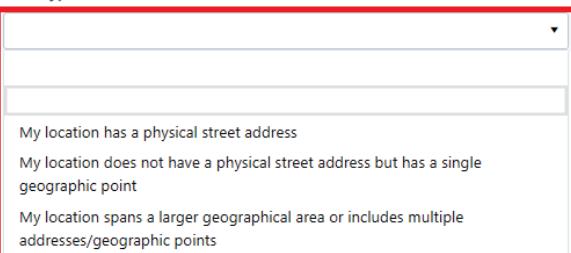


Physical Address

Select a point on the map that represents the physical address.

In the Physical Address section, the user can select the location address type:

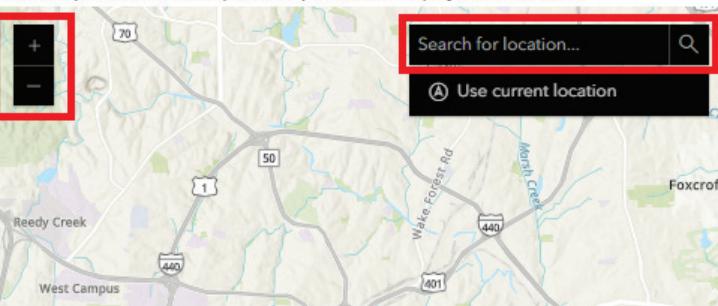
What type of location is this? \*



- My location has a physical street address
- My location does not have a physical street address but has a single geographic point
- My location spans a larger geographical area or includes multiple addresses/geographic points

**Physical Address**

Select a point on the map that represents the physical address.



Search for location...

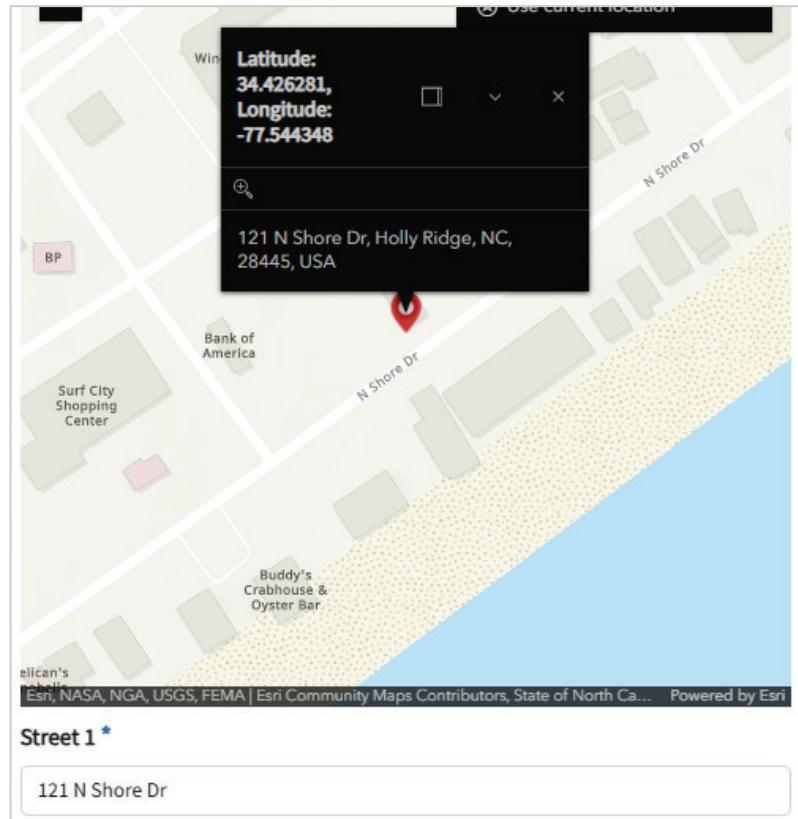
Use current location

For location types with an address or a geographic point, the user can use their mouse to move around the map. The + and - signs in the top left of the map zoom in and out.

Users can also use the **search** bar to enter the address/coordinates of the site.

When the user selects a point on the map the latitude and longitude are automatically filled. If the point on the map has a street address associated with it, the address will also automatically be filled in.

These values can be manually overridden by the user.



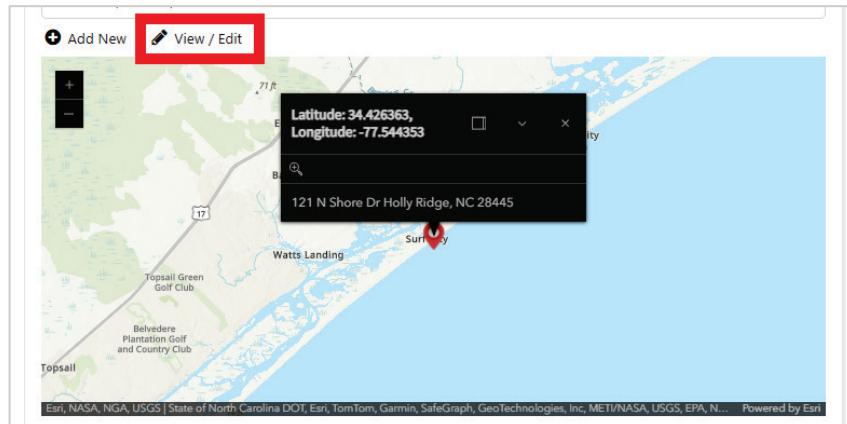
<b>Mailing Address</b>	
<input type="button" value="Copy Physical Address"/>	
<b>Street 1 *</b>	<input type="text" value="121 N Shore Dr"/>
<b>Street 2</b>	<input type="text"/>
<b>City *</b>	<input type="text"/>
<b>State / Province *</b>	<input type="text"/>
<b>Zip / Postal Code *</b>	<input type="text"/>
<input type="button" value="Submit"/>	

In the Mailing Address part of the form, the user can click the **Copy Physical Address** button to have the address field values from the physical address copied into the mailing address fields.

Clicking the **Submit** button at the bottom of the form completes the entry of the facility's name and location.

**Note:** If the user needs to change the information before the permit application is submitted, they can click **View/Edit** to edit the information.

However, if a location has a Permit or a submitted Permit Application associated with it, the information cannot be edited. Instead, the user can use **Add New** to create a new location.



To select an existing facility, users can start typing the facility's name or address into the search bar. Matching facilities will be displayed. The user can select the correct facility.

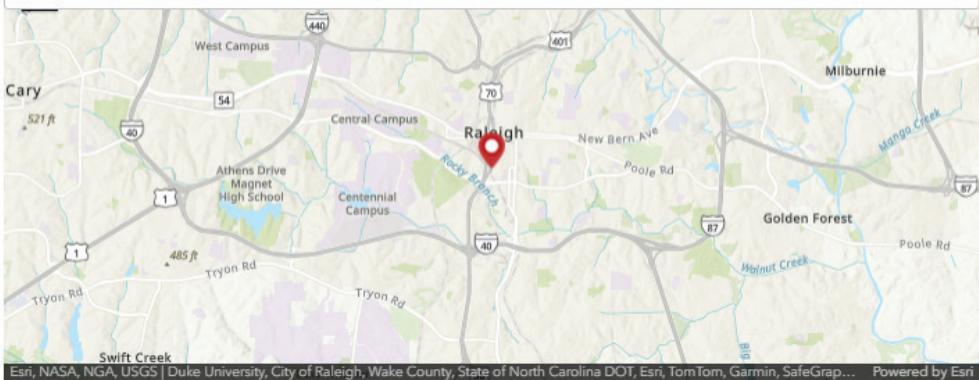
### Location of UST System

Search for your Location/Facility below.

Note: Click the "Add New" button to select a parent location if the facility is part of a larger site, such as a military base, campus, or industrial complex.

**Facility Name \***

- Caprica (EI-102980)  
3114 Market St Wilmington, NC 28403
- New Caprica (29008-25-092)  
123 Testing Ave. Raleigh, NC 27602



**Save & Continue**

**Note:** The system will only display a few matches at a time. To narrow down the list, the user can continue typing name or address information.

## Key Stakeholders

For new installations, the user can enter information about the key stakeholders for the UST system. For existing installations, changes in owner and operator information is not possible on the 6A.

Stakeholders	
Primary Applicant	Primary Contact*
<input type="text"/>	<input type="text"/>
North Carolina Professional Engineer	Main UST System Installation Contractor
<input type="text"/>	<input type="text"/>

Ownership of UST System	
<a href="#">+ Add</a>	
<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">Customer</a>	<a href="#">Mailing...</a>
<a href="#">Email A...</a>	<a href="#">Mobile ...</a>
<a href="#">0</a> <a href="#">100</a> items per page	
No items to display	

**Toggle on if Owner and Operator are same**  

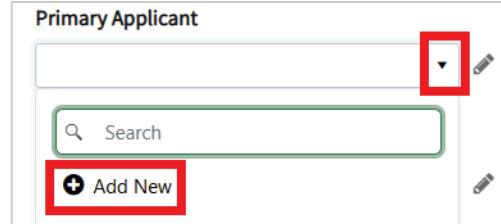
  

Operator of UST System	
<a href="#">+ Add</a>	
<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">Customer</a>	<a href="#">Mailing...</a>
<a href="#">Email A...</a>	<a href="#">Mobile ...</a>
<a href="#">0</a> <a href="#">100</a> items per page	
No items to display	

[Back](#) [Save & Continue](#)

To add contacts, users can open the drop down and click  **Add New**.



Once contacts are entered, users may be able to select them in subsequent contact fields.

Grids for Ownership and Operator allow ability to enter multiple rows if necessary.

To copy the entries from the Ownership grid into the Operator grid, users can use the toggle.

When adding contacts a modal window appears with contact information fields to complete. Fields marked with a blue asterisk \* are required. The user can complete the fields and click Submit at the end to add the

contact information. For the remainder of the application, the contacts entered may appear as options from which to select for subsequent contact fields.

Create a new contact

Contact

**Contact Type \***

Corporation

**Company Name \***

Thrace & Associates

**Primary Phone**

**Email Address \***

thrace@test.com

The user can select the type of contact and enter the appropriate information.

Clicking **Submit** completes the entry of the contact information.

When entering address information for contacts, there may be an option to copy the mailing address information to the physical address information.

**Mailing Zip / Postal Code \***

27602

**Is the physical address the same as the mailing address?**

Yes

**Physical Address**

**Physical Street 1**

678 East Testing Street

**Ownership of UST System** and **Operator of UST System** records can be added to grids, allowing the user to add as many records as appropriate. The grid works in a similar way to the other contact fields.

To add a new contact, the user can click the **+ Add** button in the heading of the grid. The user may repeat this as many times as necessary.

**Ownership of UST System**

<b>+ Add</b>						
Edit	Delete	Custo... :	Own... :	Mailin... :	Email ... :	Mobil... :

To add a new contact record for an owner or operator, users can click **+ Add New** at the top of the dropdown. To select a contact record previously entered, users can select it. They may also enter search terms to narrow down the list.

**Owner (Customer) \***



**Owner (Customer) \***

Thrace & Associates

**Affiliate Type \***

Owner

**Type of Owner \***

Private/Corporate

**"Real" Property Owner of Site**

No

**Start Date \***

10/06/2025

For owner and operator contacts, an additional set of information is required.

Users can select the appropriate Affiliate and Owner type, indicate whether the contact is a real property owner, and indicate the start date of the ownership/operatorship.

Users can edit contact information by using the pencil icon. For the owner and operator grids, users may use the buttons in the grid. **Note:** an application can always be edited at any time until it is submitted.

Primary Applicant		Primary Contact			
Thrace & Associates	<input type="button" value="x"/>	<input type="button" value=""/>	Kara Thrace	<input type="button" value="x"/>	<input type="button" value=""/>
North Carolina Professional Engineer	Main UST System Installation Contractor				
	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>

### Ownership of UST System

+ Add						
Edit	Delete	Customer :	Owner :	Mailing :	Email :	Mobile :
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Thrace & Associates	Private/Corp...	555 Testing Blvd. Raleigh, NC 27602	thrace@test....	

«
‹
1
›
»
100
items per page
1 - 1 of 1 items

Toggle on if Owner and Operator are same

### Operator of UST System

+ Add						
Edit	Delete	Customer :	Mailing A... :	Email Add... :	Mobile Ph... :	
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Thrace & Associates	555 Testing Blvd. Raleigh, NC 27602	thrace@test.com		

«
‹
1
›
»
100
items per page
1 - 1 of 1 items

## Scope of Proposed Work

On this page the user can enter information about the proposed scope of work.

Under **General**, users can select whether the work is for a new UST facility, an expansion of an existing facility, or replacement of existing components.

Users can enter additional description information. The display of the text field can be expanded or reduced by clicking and holding the handle at the bottom right of the text box. Entered information will be retained regardless of the size of the text box

For other than ground up installations, users should select all the applicable **Components** of the proposed work.

### Scope of the Proposed Work

#### Proposed Work - General

This UST-6A proposes the installation of UST system components as part of a(n):

New UST Facility (Ground Up)

#### Proposed Work - Components (to be filled out for non-ground up installations)

This UST-6A proposes the installation of the following UST components (check all that apply):

### Additional Description of the Proposed Work

For proposed installations that require additional description (e.g., complicated projects), please include additional details below. Also, if piping is being replaced at an existing facility, please explain reason for replacement and condition of other existing piping at facility, as applicable:

#### Proposed Work - Components (to be filled out for non-ground up installations)

This UST-6A proposes the installation of the following UST components (check all that apply):

Containment Sumps   Piping   Underground Storage Tanks  |

Underground Storage Tanks

Piping

Containment Sumps

Spill Prevention Equipment (e.g., spill buckets)

## Tanks at this Location

## ***Tanks at this Location - Overview***

On this screen users can add tanks to their UST-6A application. Added tanks will appear in the grid.

Action:	Method:
Make changes to existing equipment	<b>Add Existing Tank</b> , then <b>Edit</b> as appropriate
Add a new tank using another tank as a base	<b>Make a Copy of Tank</b> , then <b>Edit</b> as appropriate
Add a new tank starting from a blank tank record	 <b>Add</b>
Brand new facility, add a tank <i>Note: <b>Make a Copy of Tank</b> can be used after at least one tank has been added to the grid.</i>	 <b>Add</b>

Clicking **Add Existing Tank** adds a tank to the grid, clicking **Make a Copy of Tank** adds a new tank from a copy of a tank.

Clicking  **Add** allows users to enter brand new tank information.

Clicking **Edit** allows changes to the tank.

Clicking **Remove** will remove a tank from the grid.

Users may enter optional comments. Using the handle in the bottom right can change the size of the text box.

Permit Application Number

Location

## Underground Storage Tanks (USTs)

[Add Existing Tank](#)
[Make a Copy of Tank](#)

\*To create a copy of an Underground Storage Tank, click the "Make a Copy of Tank" button. To make changes to an existing tank and piping, click the "Add Existing Tank" button.\*

Edit	Delete	Tank I...	Product	Produ...	Capaci...	Comp...	Date o...	Date o...	Tank ...
<a href="#">Edit</a>	<a href="#">Remove</a>	T1	Gasoline, Aviation	Jet Fuel	20,000	No			

[«](#)
[«](#)
[1](#)
[»](#)
[»»](#)
100
items per page
1 - 1 of 1 items
[⟳](#)

Please provide any comments (if needed) regarding tank issues/discrepancies such as Tank ID, size, contents or other information differences between what's in the DEQ database and your own system

[Back](#)
[Save & Continue](#)

**Note:** For Piping Only applications, **Add Existing Tank** is the only option available. Users should add the appropriate tank(s), then **Edit** to enter the changes.

## Tanks at this Location - Add Tank

The **+ Add** button brings up a series of forms in which the user can enter information about the tank.

**UST-6 Application**  
**UST System Details**

Underground Storage Tanks (USTs) Information

General

**Tank Identification NO. (e.g., A, B, C or 1, 2, 3; If compartment tank 1A, 1B, 1C, etc.)**

1A

**Indicate if tank is New or Used \***

New

**Capacity (gallons). If compartment tank, list compartment size. \***

10000

Product Stored

**Product stored or to be stored \***

The user can fill out the tank forms, using the **Back** and **Save & Continue** buttons to navigate through the tank forms.

Back      Save & Continue

There are several fields with dropdowns from which the user can make a selection. Users can scroll through the list, or can search/narrow down the list by typing into the search bar:

**Overflow Prevention Equipment Manufacturer / Model \***

Model \*

Morrison Brothers: 317 Series (BF)  
 Morrison Brothers: 918D-1100 AA  
 Morrison Brothers: 918DB-1100 AA  
 Morrison Brothers: 918Q-1100 AA  
 Morrison Brothers: 918QB-1100 AA  
 Morrison Brothers: 918S/D/Q Series (Alarm)  
 Morrison Brothers: 918S-1100 AA

Once the tank's information has been completed, it appears in the grid, and can be copied, edited or removed.

Permit Application Number	Location								
PA-167216	New Caprica								
<b>Underground Storage Tanks (USTs)</b> <div style="float: right; background-color: green; color: white; padding: 5px 10px; border-radius: 10px; text-decoration: none; font-weight: bold;">Make a Copy of Tank</div>									
<i>*To create a copy of Underground Storage Tank, click the 'Make a Copy of Tank' button*</i>									
<div style="display: flex; justify-content: space-between;"> <span><b>+ Add</b></span> <span><b>+ Add Existing</b></span> </div>									
Edit	Delete	Tank ...	Prod...	Prod...	Capa...	Com...	Date ...	Date ...	Tank ...
<a href="#">Edit</a>	<a href="#">Remove</a>	1A	Gasoli... Gas Mix	Mid- Grade	10,000	Yes			

### Tanks at this Location – Make a Copy of Tank

To copy a tank in the grid, users can click the **Make a Copy of Tank** button.

**Underground Storage Tanks (USTs)**

**Make a Copy of Tank**

*\*To create a copy of Underground Storage Tank, click the 'Make a Copy of Tank' button\**

Edit	Delete	Tank ...	Prod...	Prod...	Capa...	Com...	Date ...	Date ...	Tank ...
<a href="#">Edit</a>	<a href="#">Remove</a>	1A	Gasoli... Gas Mix	Mid- Grade	10,000	Yes			

The user can select the tank to copy and indicate the number of copies and the tank ID for each copy, separating the values by a comma. Clicking **Submit** will make the copies.

**Select Existing Tank to Copy (Source) \***

1A

**Number of Copies \***

2

**Tank ID's for the Tank Copies: (separate each new tank ID with a comma) \***

2A,3A

**Submit**

The copied tanks appear in the grid. The user can use **Edit** to change the copies as appropriate.

Edit	Delete	Tank ...	Prod...	Prod...	Capa...	Com...	Date ...	Date ...	Tank ...
<a href="#">Edit</a>	<a href="#">Remove</a>	1A	Gasoli... Gas Mix	Mid- Grade	10,000	Yes			
<a href="#">Edit</a>	<a href="#">Remove</a>	2A	Gasoli... Gas Mix	Mid- Grade	10,000	No			
<a href="#">Edit</a>	<a href="#">Remove</a>	3A	Gasoli... Gas Mix	Mid- Grade	10,000	No			



Location N  
5

ound St  
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dd

Del

UST-6 Pre-Install Tank Form

UST-6 Application  
UST System Details

**Tank ID#**  
2A

**Capacity (Gallons)**  
10000

**Piping System Information**

**General**

**Indicate piping use/application**

**Tip:** When making edits of copied tanks, if **Save & Continue** has been clicked on each tank screen where the user made changes, the tank edits have been saved, and the user may click **x** at the top right of the tank modal window to exit.

After the user is finished adding and editing tanks, they can click **Save & Continue**.

**Underground Storage Tanks (USTs)**

**Make a Copy of Tank**

\*To create a copy of Underground Storage Tank, click the 'Make a Copy of Tank' button\*

**Add** **Add Existing**

Edit	Delete	Tank ID#	Product	Product...	Capaci...	Compa...	Date o...	Date o...	Tank U...
<a href="#">Edit</a>	<a href="#">Remove</a>	1A	Gasoline, Gas Mix	Mid-Grade	10,000	Yes			
<a href="#">Edit</a>	<a href="#">Remove</a>	2A	Gasoline, Gas Mix	Premium	10,000	Yes			
<a href="#">Edit</a>	<a href="#">Remove</a>	3A	Gasoline, Gas Mix	Regular	10,000	Yes			

100 items per page 1 - 3 of 3 items

**Back** **Save & Continue**

## Tanks at this Location – Add Existing Tank

For existing facilities, the user can add existing tanks to the grid by clicking the **Add Existing Tank** button.

**Underground Storage Tanks (USTs)**

Add Existing Tank
Make a Copy of Tank

*\*To create a copy of an Underground Storage Tank, click the "Make a Copy of Tank" button. To make changes to an existing tank and piping, click the "Add Existing Tank" button.\**

+ Add	Edit	Delete	Tank I...	Product	Produ...	Capaci...	Comp...	Date o...	Date o...	Tank ...
-------	------	--------	-----------	---------	----------	-----------	---------	-----------	-----------	----------

The user can select a tank and click **Submit** to add it to the grid, repeating as necessary.

**Select Existing Tank \***

Q

001 - Gasoline, Gas Mix - 6,000

002 - Gasoline, Gas Mix - 6,000

**Select Existing Tank \***

001 - Gasoline, Gas Mix - 6,000

Submit

Clicking **Edit** in the grid allows the user to make the appropriate changes to the tank.

Edit	Delete	Tank I...	Product	Produ...	Capaci...	Comp...	Date o...	Date o...	Tank ...
Edit	Remove	001	Gasoline, Gas Mix	Regular	6,000	No	12/28/...	123345	

Application Number: 5

UST-6 Pre-Install Tank Form

**X**

UST-6 Application  
UST System Details

Tank ID#

Capacity (Gallons)

Piping System Information

**Tip:** When making tank edits, if **Save & Continue** has been clicked on each tank screen where the user made changes, the tank edits have been saved, and the user may click **X** at the top right of the modal window to exit.

## Compartmented Tanks

If the user added compartmented tanks, this form is shown which allows the user to select the main tank for each compartmented tank that was not designated as a root tank.

**Underground Storage Tanks (USTs) ...continued**

*\*NOTE: We noticed that 1 or more of your tanks are part of a compartmented tank. Please specify which root tank each is compartmented with.*

**Compartmented Tanks Needing Associated with a Main (Root) Tank**

Edit	Tank ID#	Product	Capacity (Gallons)
Edit	2A	Gasoline, Gas Mix	10,000
Edit	3A	Gasoline, Gas Mix	10,000

Items per page: 100 | 1 - 2 of 2 items

**Compartmented Tanks Already Associated with a Main (Root) Tank**

Edit	Tank ID#	Product	Capacity ...	Root Tank ID

Items per page: 100 | No items to display

Back | Save & Continue

The top grid displays non-root compartmented tanks which need a root association. The bottom grid displays tanks which have already been associated with a root tank.

To associate a tank with its root, users can click the **Edit** button. A modal window appears which allows the user to select the root from the list of tanks which were designated as a root tank.

**Tank ID#**  
2A

**Capacity (Gallons)**  
10000

**Select which Root Tank this Tank is compartmented with.**

**Root Tank ID**

**Submit** 

Once compartmented tanks are associated with a root tank, they are added to the grid at the bottom. The user may click **Edit** to change the assignment.

**Compartmented Tanks Already Associated with a Main (Root) Tank**

Edit	Tank ID#	Product	Capacity ...	Root Tank ID
Edit	2A	Gasoline, Gas Mix	10,000	1A
Edit	3A	Gasoline, Gas Mix	10,000	1A

## Manifolded Tanks

If the user added manifolded tanks, this form is shown which allows the user to associate manifolded tanks into a companion group.

**Underground Storage Tanks (USTs) ...continued**

*\*NOTE: We noticed that 1 or more of your tanks are manifolded. Please specify which companion tank each is manifolded with.*

**Manifolded Tanks Needing Associated in a Companion Group**

Edit	Tank ID#	Product	Capacity (G...)	First in Ma...
<a href="#">Edit</a>	1A	Gasoline, Gas Mix	10,000	Yes
<a href="#">Edit</a>	2A	Gasoline, Gas Mix	10,000	No
<a href="#">Edit</a>	3A	Gasoline, Gas Mix	10,000	No

1 1 100 items per page 1 - 3 of 3 items [⟳](#)

**Manifolded Tanks Already Associated in a Companion Group**

Edit	Tank ID#	Product	Capacity	First in...	Manifo...
<a href="#">Edit</a>	1A	Gasoline, Gas Mix	10,000	Yes	Associated

0 100 items per page No items to display [⟳](#)

[Back](#) [Save & Continue](#)

**Step 1:** Click **Edit** on a tank designated first in a manifold group.

Edit	Tank ID#	Product	Capacity (G...)	First in Ma...
<a href="#">Edit</a>	1A	Gasoline, Gas Mix	10,000	Yes
<a href="#">Edit</a>	2A	Gasoline, Gas Mix	10,000	No
<a href="#">Edit</a>	3A	Gasoline, Gas Mix	10,000	No

The top grid displays manifolded tanks which need to be grouped. The bottom grid displays tanks which have already been associated with a group.

Users should click the **Edit** button for one of the tanks which was designated as first in manifold tank group to add its group members.

**Step 2:** Select from the dropdown a companion tank to add and click **Save & Continue**

UST-6 Application  
 UST Companion Manifold Tank Group

**Tank ID#**  
 1A

**Add a Manifolded Tank**

**Add Tank**

**Capacity (Gallons)**  
 10000

**Remove a Manifolded Tank**

**Remove Tank**

**Current Companion Manifold Tanks**



**Step 3:** Click **Add/Remove Another Tank** to add or remove a companion tank. Or click **Submit** if finished.

UST-6 Application  
 UST Companion Manifold Tank Group

**Tank ID#**  
 1A

**Capacity (Gallons)**  
 10000

**Review Updated Companion Manifolded Tank Group**

Tank ID#	Product	Capacity
1A	Gasoline, Gas Mix	10,000
2A	Gasoline, Gas Mix	10,000

The user can repeat the steps until the manifold group designation is complete.

Manifolded Tanks Already Associated in a Companion Group

Edit	Tank ID#	Product	Capacity	First in ...	Manifol...
<input type="button" value="Edit"/>	1A	Gasoline, Gas Mix	10,000	Yes	UST-MT-000003307
<input type="button" value="Edit"/>	2A	Gasoline, Gas Mix	10,000	No	UST-MT-000003307
<input type="button" value="Edit"/>	3A	Gasoline, Gas Mix	10,000	No	UST-MT-000003307

1 - 3 of 3 items 

## Containment Sumps

On this screen users can add sumps to their UST-6A application. Added sumps will appear in the grid

Action:	Method:
Make changes to existing equipment	<b>Add Existing Sump</b> , then <b>Edit</b> as appropriate
Add a new sump using another sump as a base	<b>Make a Copy of Sump</b> , then <b>Edit</b> as appropriate
Add a new sump starting from a blank sump record	<b>+ Add</b>
Brand new facility, add a sump	<b>+ Add</b>
<i>Note: <b>Make a Copy of Sump</b> can be used after at least one sump has been added to the grid.</i>	

Permit Application Number	Location	Facility ID
PA-037191	Test Facility	00-0-0000047889

**Containment Sumps**

[Add Existing Sump](#)
|
[Make a Copy of Sump](#)

*\*To create a copy of a Sump, click the "Make a Copy of Sump" button. To make changes to an existing sump, click the "Add Existing Sump" button.\**

+ Add					
Edit	Delete	Sump ID	Sump Type	Containment Su...	Sump Manufact...
<a href="#">Edit</a> <span style="margin: 0 10px;"> </span> <a href="#">Remove</a>	1	Existing	Tank Top Sump (e.g., STP sump)	Bravo: Disp Sump	

«
»
1
100
items per page
1 - 1 of 1 items
↻

[Back](#)
|
[Save & Continue](#)

Clicking **Add Existing Sump** adds a sump to the grid, clicking **Make a Copy of Sump** adds a new sump from a copy of a sump.

Clicking **+ Add** allows users to enter a new sump.

Clicking **Edit** allows changes to the sump.

Clicking **Remove** will remove a sump from the grid.

The  **Add** button brings up a form in which the user can enter information about the sump.

General
<b>Containment Sump Identifier / Name (e.g., Disp. 1/2 - 7/8, Tank 1-3, etc.)*</b>
1/2
<b>Containment Sump Type *</b>
Tank Top Sump (e.g., STP sump)
Construction
<b>Containment Sump Manufacturer *</b>
Bravo: Tank Sump
<b>Containment Sump Model *</b>
Tank Sump
<b>Containment Sump Construction Type *</b>
Single Walled
<b>Material of Construction *</b>
Fiberglass Reinforced Plastic

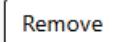
There are several fields with dropdowns from which the user can make a selection. Users can scroll through the list, or can search/narrow down the list by typing into the search bar:

<b>Containment Sump Manufacturer *</b>
<input type="text" value="brav"/> A dropdown menu is displayed below the search bar, showing four options: Bravo: Disp Sump, Bravo: Tank Sump, and Bravo: Trans Sump. The search bar is highlighted with a red box.
Bravo: Disp Sump
Bravo: Tank Sump
Bravo: Trans Sump

The user can fill out the form and **Submit** at the bottom to add the sump to the grid.

	<b>Submit</b>
--	---------------

Once the sump's information has been completed, it appears in the grid, and can be copied, edited or removed. To copy a sump, users can click the **Make a Copy of Sump** button.

Containment Sumps					
					
<i>*To create a copy of a Containment Sump, click the 'Make a Copy of Sump' button*</i>					
 <b>Add</b>  <b>Add Existing</b>					
Edit	Delete	Sump ID	Sump Type	Containmen...	Sump Manu...
 Edit	 Remove	1/2	New	Tank Top Sump (e.g., STP sump)	Bravo: Tank Sump

The user can select the sump from the grid to copy and indicate the number of copies and the sump ID for each copy, separating the values by a comma. Clicking **Submit** will make the copies.

**Source Sump \***

**Number of Copy Sumps \***

**Portal New Sump ID \***

**Submit**

The copied sums appear in the grid. The user can now use **Edit** to change the copies as appropriate.

Edit	Delete	Sump ID	Sump Type	Containmen...	Sump Manu...
<a href="#">Edit</a>	<a href="#">Remove</a>	1/2	New	Tank Top Sump (e.g., STP sump)	Bravo: Tank Sump
<a href="#">Edit</a>	<a href="#">Remove</a>	3/4	New	Tank Top Sump (e.g., STP sump)	Bravo: Tank Sump
<a href="#">Edit</a>	<a href="#">Remove</a>	5/6	New	Tank Top Sump (e.g., STP sump)	Bravo: Tank Sump

To add an existing sump the user can click **Add Existing Sump**, select a sump, and click **Submit** to add it to the grid, repeating as necessary.

**Source Sump \***

1

2

**Source Sump \***

**Submit**

Clicking **Edit** in the grid allows the user to make the appropriate changes to the sump.

Edit	Delete	Sump ID	Sump Type	Containmen...	Sump Manu...
<a href="#">Edit</a>	<a href="#">Remove</a>	1/2	New	Tank Top Sump (e.g., STP sump)	Bravo: Tank Sump

## Attachments

On this screen the user can upload the required supporting documents for the application.

An 11" x 17" scale drawing signed and sealed by a North Carolina Professional Engineer detailing the proposed installation\*  
 x

Drawing.pdf  
43.17 KB

UST-6C, "Application to Install or Replace Underground Storage Tank Systems (Schedule of Materials)" signed and sealed by a North Carolina Professional Engineer\*  
 ✓ Done

UST-6C.pdf  
File(s) uploaded successfully.

UST-15A, "Ownership of UST System(s)"

Will be submitted after post-installation testing

Proof of Financial Responsibility along with the Certification of Financial Responsibility form

Will be submitted after post-installation testing

Tank manufacturer's re-certification checklist. (Only required for "used" tanks being reinstalled)

N/A

UST-20, "Alternative Fuel /Hazardous Substances Compatibility Checklist" (Only required for > 20% Bio-Diesel, >10% Ethanol or Hazardous substances)

N/A

Comments/Notes - Please provide any additional information about the uploaded documents which support the application.

To upload a file users can click **Select files...** or drag and drop a file into the shaded area.

A signed and sealed drawing and UST-6C schedule of materials is required for all submissions.

Users can indicate they will be submitting a UST-15A and financial responsibility documentation later, or they may upload them now.

Users should use the **N/A** toggles for the recertification checklist and the UST-20, respectively, if they are not applicable.

As files are added to the application, they appear in the document upload area and the grid at the bottom of the screen. To remove a file attachment from the application, users can click the **x** in the file upload area, or the **Remove** button on the grid.

	File Name	Original File Name	Created On <span style="font-size: small;">▼</span>	Name	
<input type="button" value="Remove"/>	<a href="#">undefined_UST-6C_20251214-af64c271-3ad9-f011-8544-001dd80bcb40.pdf...</a>	<a href="#">UST-6C.pdf</a>	12/14/2025 5:15 PM	DM-0000021098	<input type="button" value="Actions ▾"/>
<input type="button" value="Remove"/>	<a href="#">undefined_DRA...496ce652-3ad9-f011-8544-001dd80db1b6.pdf...</a>	<a href="#">Drawing.pdf</a>	12/14/2025 5:15 PM	DM-0000021097	<input type="button" value="Actions ▾"/>

Changes, including to document uploads, can only be made to applications which have not yet been submitted, or which have been returned for revisions.

## Share This Application

Users who will not sign and submit the application can share it with someone who will. Users can also share applications with colleagues or others who should have access. If an application has not been submitted, share recipients can edit the application.

Applications can be shared at any time, and applications can also be shared from the [Applications Grid](#).

**UST-6A Share This Application**

Share this application with others by using the grid below. Add an entry for each person you would like to share this application with. For example, if you are a preparer or a consultant, you can share the application with a responsible official that has the authority to sign and submit the application.

 Add	Email Address	Role(s)	Status Reason	Initiating Co...

Clicking  **Add** at the top of the grid allows users to enter a share invitation to other users.

After clicking  **Add** at the top of the grid a modal window will open where the user can fill out the invitation. The sharing user's name is automatically filled in.

The **Email Address** of the invitee must be entered and their **Role** must be selected from the dropdown. There is also space for optional comments which will be inserted into the email that is automatically sent to the share recipient once **Send Sharing Invitation** is clicked.

The [Accepting Shared Applications/Permits](#) section in this document has more information.

Fill out the information below and then click "Send Sharing Invitation". This will generate an email to the email address provided with a link to redeem the sharing invitation.

#### Initiating Contact

Your name will appear here.

#### Email Address Of The Person You Would Like To Share The Application With \*

#### Role(s) \*

#### Comments

Add comments that will be seen by the user that your are inviting to this application.

**Send Sharing Invitation**

The **Email Address** that is/will be associated with the recipient's AccessDEQ portal account must match the email address entered here.

If the wrong email address is used, a new share invitation can be issued to the correct one.

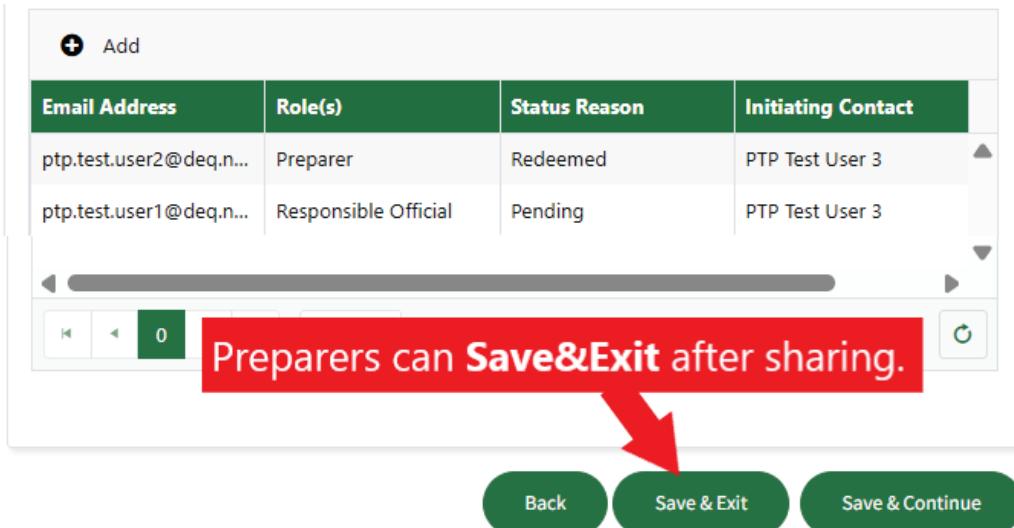
Invitees who will be submitting the application should have the role **Responsible Official** or **Delegated Responsible Official**.

Responsible Official  
Delegated Responsible Official  
Report Certifier  
Preparer  
Financial Administrator

For others, users can select the role that seems most appropriate. If unsure, the role of **Preparer** can be used.

Users may continue clicking **+ Add** to send more share invitations. Once entered, the invitations appear in the grid. Invitations in **Pending** status have not yet been redeemed, those in **Redeemed** status have.

Users who will not be submitting the application can use **Save & Exit** when they are finished on this screen. Users may always return to the application before it has been submitted to make revisions. Users who will submit the application can click **Save & Continue** to proceed.



The screenshot shows a table of shared users with columns: Email Address, Role(s), Status Reason, and Initiating Contact. Two rows are visible: one for 'ptp.test.user2@deq.n...' (Preparer, Redeemed) and one for 'ptp.test.user1@deq.n...' (Responsible Official, Pending). Below the table is a red callout box with the text 'Preparers can Save&Exit after sharing.' A red arrow points from this text to the 'Save & Exit' button in the footer. The footer also includes 'Back' and 'Save & Continue' buttons.

Email Address	Role(s)	Status Reason	Initiating Contact
ptp.test.user2@deq.n...	Preparer	Redeemed	PTP Test User 3
ptp.test.user1@deq.n...	Responsible Official	Pending	PTP Test User 3

Preparers can **Save&Exit** after sharing.

Back Save & Exit Save & Continue

## UST Review and Sign

### Please Review the Permit Application and Submit

*Your application will not be reviewed until after you click the Submit Application button at the bottom of the page below and see the Confirmation Page that will list your permit application number.*

**Review Application**



#### Application Certification

I certify, under penalty of law, that I have personally examined and am familiar with the information submitted in this and all attached documents; and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.

Yes

**Name of Person Signing \***

Kara Thrace

**Title of Person Signing \***

CEO

**Back**

**Submit**

Users can click the **Review Application** button to view, download, or print a PDF version of their application.

A user who can submit the application can select “Yes” to the attestation and enter their name and title, then click **Submit** to submit the application

Once the application is submitted, the user can view information and status about it, begin a UST-6B, UST-6A Major Modification, UST-6A Minor Modification or Fuel Drop request from the [Applications Grid](#).

## UST-6A Modifications

Applications which have been submitted can only be changed using the modification process. The manner of modification depends on whether the modification is major or minor.

Mod Type	Description	Where to start in AccessDEQ?
Minor	<p>For minor revisions to a submitted UST-6A which has not yet been approved.</p> <p>An original permit application with status <b>Awaiting Applicant</b> can be edited and resubmitted.</p> <p>More information is in the <a href="#"><u>UST-6A Minor Modifications</u></a> section of this document.</p>	<p><b>Applications Grid</b></p> <p>Click on the permit application number to edit and make revisions.</p> 
Major	<p>For significant changes to an <b>approved</b> UST-6A.</p> <p>The original permit application is copied into a new permit application the user can step through and revise as needed.</p> <p>More information is in the <a href="#"><u>UST-6A Major Modifications</u></a> section of this document.</p>	<p><b>Application Details</b></p> <p>Select the <a href="#"><b>Click Here</b></a> link to start a UST-6A Major Modification on the original application's Details screen.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p><b>Underground Storage Tanks Form</b></p> <p>Division of Waste Management</p> <p><a href="#"><b>Click here</b></a> to submit the UST-6A Major Modification form if there are any significant changes to the original UST-6A submission.</p> <p style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <a href="#">Application Details</a>   <a href="#">Application Permissions</a> </p> <p style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <span style="color: green;">✓</span> Pending  <span style="color: green;">2</span> Application Submitted     </p> </div>



If the user needs to make minor modifications to a UST-6A that is not in “Awaiting Applicant” status, they can contact department staff to request it.

Minor vs. Major Modification Examples	
<p><b>Minor</b></p> <ul style="list-style-type: none"> <li>• Different sized tanks</li> <li>• Changes to proposed piping lengths</li> <li>• Different, but equivalent, make and model equipment</li> <li>• Minor change in location of installations</li> </ul>	<p><b>Major</b></p> <ul style="list-style-type: none"> <li>• Extra tanks</li> <li>• Additional piping systems, lines, or runs</li> <li>• Different non-equivalent equipment</li> <li>• Installs at a completely different location on the property</li> </ul>

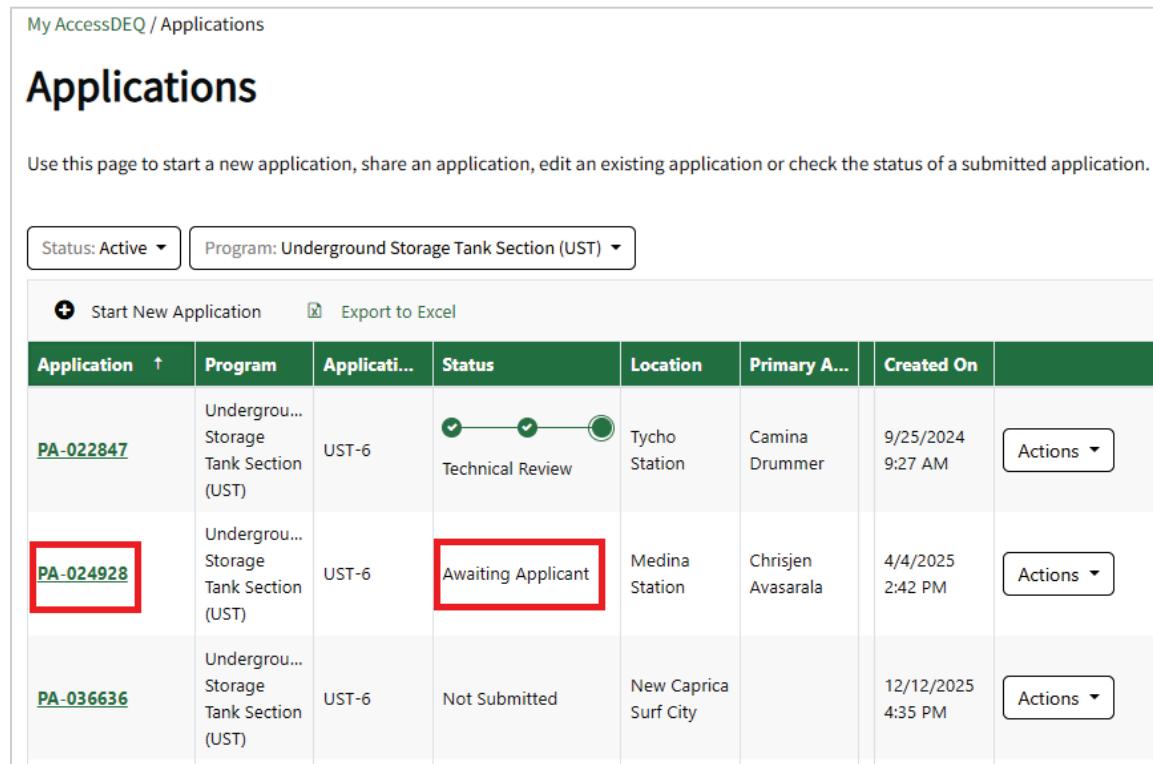
Users can contact UST Permits and Inspections Branch for more information about Minor vs. Major modifications.

## UST-6A Minor Modifications

During review of an application, the department may send it back to the portal user for revisions. The application's status will change to "Awaiting Applicant" and the application can be edited. When this happens, an email notification is sent automatically.

If the portal user would like to initiate minor modifications of a submitted application that is not in "Awaiting Applicant" status, they can contact department staff and request that status to be set. Once the application has "Awaiting Applicant" status it may be edited.

Portal users can open permit applications in "Awaiting Applicant" status by going to their [Applications Grid](#) and clicking the hyperlink in the **Application** column for the permit application they wish to edit.



Application	Program	Applicati...	Status	Location	Primary A...	Created On	
<a href="#">PA-022847</a>	Undergrou... Storage Tank Section (UST)	UST-6	 Technical Review	Tycho Station	Camina Drummer	9/25/2024 9:27 AM	<a href="#">Actions</a>
<a href="#">PA-024928</a>	Undergrou... Storage Tank Section (UST)	UST-6	 Awaiting Applicant	Medina Station	Chrisjen Avasarala	4/4/2025 2:42 PM	<a href="#">Actions</a>
<a href="#">PA-036636</a>	Undergrou... Storage Tank Section (UST)	UST-6	Not Submitted	New Caprica Surf City		12/12/2025 4:35 PM	<a href="#">Actions</a>

Figure 1 Applications Grid <https://portal.deq.nc.gov/my-accessdeq/myapplications>

Once the user has opened the application, they may step through it making the appropriate revisions and submit it when complete.

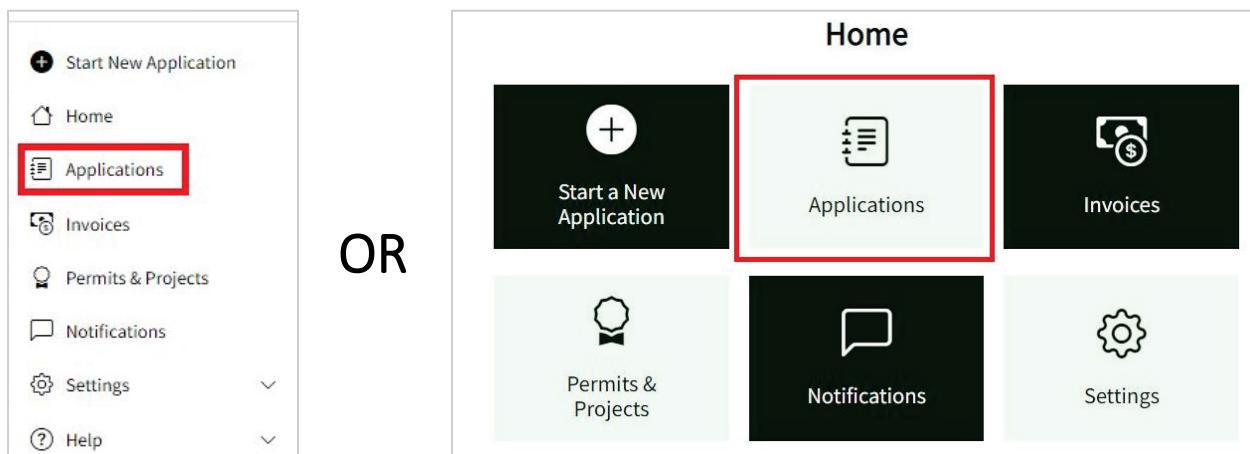
## UST-6A Major Modifications

If there are significant modifications to an approved UST-6A application, the user can go to the UST-6A's Application Details screen to start the major modification application. All information from the original UST-6A will be copied into a new permit application, and the user can step through the application forms making the necessary revisions.



Once a UST-6A Major Modification is started, the pre-installation is associated with the new permit application number (PA-#####) that was generated for the major modification.

**Step 1:** Go to **Applications** by selecting it from the left-hand navigation menu, the tile on the Home screen, or by the direct link <https://portal.deq.nc.gov/my-accessdeq/myapplications>.



**Step 2:** Open the Application Details screen for the application to be modified by clicking the hyperlink in the **Application** column, or by selecting **View Details** from the Actions.

Application	Program	Applicati...	Status	Location	Primary A...	Created On	
<a href="#">PA-022847</a>	Undergrou... Storage Tank Section (UST)	UST-6	<span>✓</span> <span>✓</span> <span>✓</span> Technical Review	Tycho Station	Camina Drummer	9/25/2024 9:27 AM	<a href="#">Actions</a> ▾ <a href="#">View Details</a> <a href="#">Withdraw Application</a>

**Step 3:** Click on **Click here** at the top of the details screen to open a major modification application.



**Underground Storage Tanks Form**

Division of Waste Management

**Click here** to submit the UST-6A Major Modification form if there are any significant changes to the original UST-6A submission.

Application Details Application Permissions

Pending

**Step 4:** The information within the original application is copied and placed into a new permit application. On the first page, the user can indicate if the design will be changed and provide information about it.

**Type of Notification**

**UST-6 Type \***

UST-6A (Major Modifications)

**Projected Installation Start Date (skip if date is not confirmed and provide reason below)**

**UST System components to be installed (Check one) \***

Tanks & Piping

**Reason for missing Installation start date**

To Be Determined

**Are there any modifications made to the UST-6A design?**

Yes

**If "Yes" then briefly describe below**

modification description

**Existing Facility \***

No

**Location of UST System**

Search for your Location/Facility below.

**Facility Name \***

Tycho Station (EI-19512)

[+ Add New](#) | [View / Edit](#)



The UST-6A Major Modification application is pre-filled with the information from the UST-6A being modified. The user only needs to change information where there is a revision. The components of the UST-6A Major Modification application are the same as for a new UST-6A application, and the user can refer to the appropriate section(s) of the [UST-6A New Application](#) part of this document for information on filling out application screens.

The user will upload the relevant supporting documents for the application. The [Attachments](#) section of this document has information about uploading documents.

Once a UST-6A Major Modification application is begun, in AccessDEQ it is essentially as if it is a new UST-6A application: it appears in the Applications grid with a unique permit application number, it can be edited at



any time before submission, it can be shared, it may be returned to the user for revisions, the user can track its progress, etc.

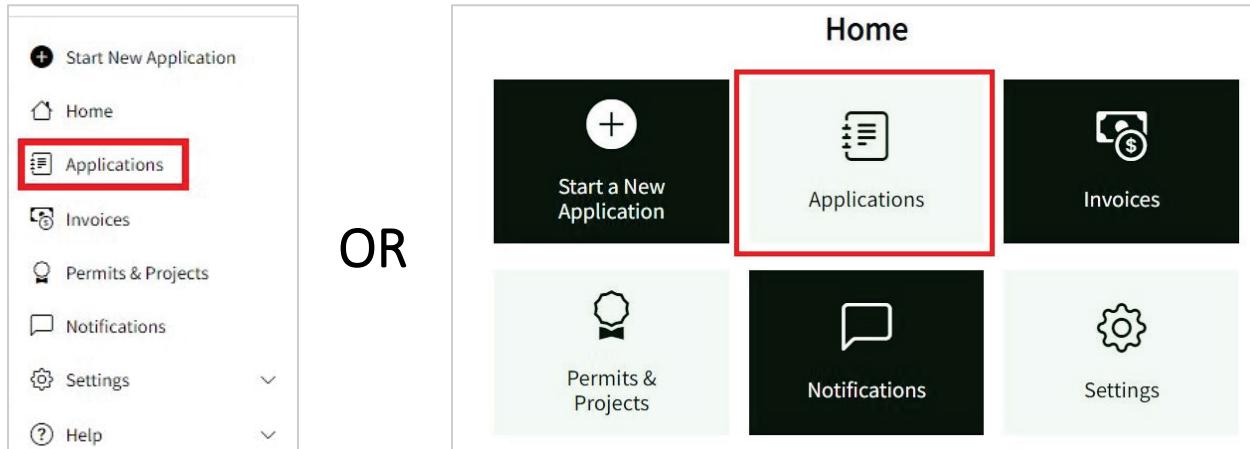
After the modification has been submitted and the UST staff begins reviewing it, the originating UST-6A application will be deactivated and the UST-6A Major Modification application becomes the active application for the installation.

## One-Time Fuel Drop Request

Users can enter a request for the fuel drop necessary to complete inspection of the installed equipment once the UST-6A has been approved and the initial inspections are completed successfully.

The Fuel Drop Request is reached from the Application Details screen.

**Step 1:** Go to **Applications** by selecting it from the left-hand navigation menu, the tile on the Home screen, or by the direct link <https://portal.deq.nc.gov/my-accessdeq/myapplications>.



**Step 2:** Open the Application Details screen for the fuel drop request by clicking the hyperlink in the **Application** column, or by selecting **View Details** from the Actions.

Application	Program	Applicati...	Status	Location	Primary A...	Created On	
<a href="#">PA-022847</a>	Undergrou...	Storage	<span>UST-6</span>	Tycho	Camina	9/25/2024	<a href="#">Actions</a>
	Tank Section	(UST)	<span>Technical Review</span>	Station	Drummer	9:27 AM	<a href="#">View Details</a> <a href="#">Withdraw Application</a>

**Step 3:** Click on **Click here** at the top of the details screen to open the Fuel Drop Form.

### Underground Storage Tanks Form

Division of Waste Management

[Click here](#) to submit the **Fuel Drop Form** to request a one-time fuel delivery for UST system testing. The current status of the request is Not Initiated

Permit Application Number	Location	Facility ID
PA-036741	Tycho Station	00-0-0000047888

**Requested Fuel Drop Date \***

1/9/2026

**Underground Storage Tanks (USTs)**

Delete	UST Tank	Product De...	Capacity (G...	Product
<input type="button" value="Remove"/>	3	Regular	10,000	Gasoline, Gas Mix
<input type="button" value="Remove"/>	2	Premium	10,000	Gasoline, Gas Mix

Next the user can upload the required documentation. UST forms can be found [here](#).

All uploads must be in PDF form and have a maximum size of 100 megabytes.

The user can indicate some documents are not required:

**UST-22A** Required

**UST-6D/23A** Required

**UST-6F/23B** May Be Required

**UST-6E/23D** May Be Required

**UST-6H/23C** May Be Required

The user can indicate the requested date of the fuel drop.

The tanks included in the 6A are automatically placed in the form. If applicable, the user can **Remove** tanks for which a fuel drop is not requested.

**UST-22A, "Overfill Prevention Equipment Operability Check" \***

Select files...  Drop files here to upload

**UST-6D/23A "Application to Install or Replace Underground Storage Tank Systems (Spill Bucket Installation Testing)" containing post-installation test results \***

Select files...  Drop files here to upload

**UST-6F/23B "Triennial UST Containment Sump / UDC Integrity Testing" \***

Select files...  Drop files here to upload

**UST-6E/23D "Application to Install or Replace Underground Storage Tank Systems (Tanks interstice tightness test) containing pre-installation" \***

Select files...  Drop files here to upload

**UST-6H/23C "Application to Install or Replace Underground Storage Tank Systems (secondary interstice tightness test of the piping) containing pre-installation" \***

Select files...  Drop files here to upload

**N/A**

**N/A, Submit if tank inspection was more than 6 months ago**

**N/A, Submit if piping inspection was more than 6 months ago**

UST-6H/23C "Application to Install or Replace Underground Storage Tank Systems (secondary interstice tightness test of the piping) containing pre-installation" \*

Select files... Drop files here to upload

 UST-6H.pdf 153.43 KB 

N/A, Submit if piping inspection was more than 6 months ago 

Documents Attached to this Application

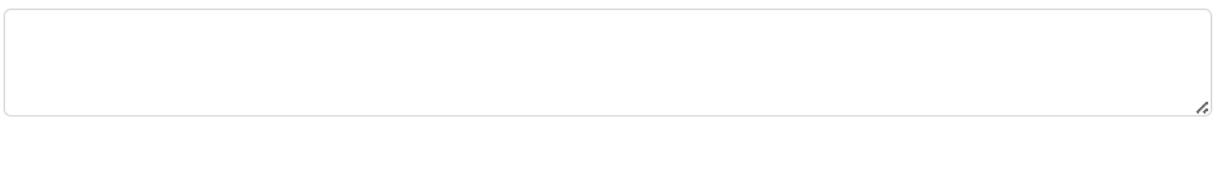
Delete	Original File...	File Name	Created ...	Name	Action
	<a href="#">UST-6H.pdf</a>	<a href="#">f011-8543-001dd80f712f.pdf</a>	01/02/2026	DM-0000020197	
	<a href="#">UST-6E.pdf</a>	<a href="#">ust id 0_6E23D...17b24bcb-12e8-f011-8543-001dd80d9c39.pdf</a>	01/02/2026	DM-0000020195	

As files are uploaded, they appear in the upload area and the document grid at the bottom of the form.

Users can remove an uploaded file by clicking the **X** in the file upload area, or **Remove** in the document grid.

At the bottom of the screen, users may enter additional information. Clicking **Save & Continue** submits the Fuel Drop Form.

Comments/Notes - Please provide any additional information about the uploaded documents which support the application.





The current status of a fuel drop request is displayed on the Application Details screen.

## Underground Storage Tanks Form

Division of Waste Management



[Click here](#) to submit the **Fuel Drop Form** to request a one-time fuel delivery for UST system testing. The current status of the request is Not Initiated

Fuel Drop Status	Meaning
Not Initiated	A Fuel Drop Request has not been submitted.
Fuel Drop Requested	A Fuel Drop Request has been submitted.
Additional Information Requested	A Fuel Drop Request needs additional or corrected information.
Additional Information Received	A revised Fuel Drop Request has been submitted.
Approved	Fuel Drop Request has been approved
Denied	Fuel Drop Request has been denied



If a Fuel Drop Request is returned for Additional Information Requested, the user can open and edit the request by going to the Application Details and clicking [Click here](#) for the Fuel Drop Form.

## Underground Storage Tanks Form

Division of Waste Management



[Click here](#) to submit the **Fuel Drop Form** to request a one-time fuel delivery for UST system testing. The current status of the request is Additional Info Requested

## Accepting Shared Applications/Permits

A portal user can grant access to others for permit applications or permits by using the sharing feature. The [Share This Application](#) and [Applications Grid](#) sections in this document have more information for users who want to share.

When a user shares an application or permit, the recipient is sent a message from the email address **DoNotReply-DEQPermits@deq.nc.gov** which includes information about the permit or application. The subject line of the email contains **[Sharer] has shared a permit or permit application with you on AccessDEQ**.

If the recipient does not already have a portal account in AccessDEQ, they can register an account. The sharing invitation is automatically accepted when the user activates their account and signs in.

AccessDEQ user PTP Test User 3 (ptp.test.user3@deq.nc.gov) has shared access to a permit application with you.

**Permit Application Number:** PA-025449

**Permit Application Type:** Stormwater COC - NCG25 NPDES Construction

Since it appears that you do not have an account with AccessDEQ, you will need to register before you can access the shared permit application.

To register, please use the link below and follow the instructions provided.

[Registration Link](#)

After completing your registration, you will have access to the shared permit and can view the permit application on AccessDEQ.

[My Permit Applications](#)

*An example of a permit application sharing email message sent which includes instructions to register an account and a link to the applications grid from which the user can access the shared permit application.*

AccessDEQ user PTP Test User 3 (ptp.test.user3@deq.nc.gov) has shared access to a permit and permit application with you.

**Permit Number:** NCC256014

**Permit Type:** NCG01 - NPDES Construction

**Permit Application Number:** PA-024789

**Permit Application Type:** Stormwater COC - NCG01 NPDES Construction

**Location/Project Name:** Delphi Museum

It looks like you already have an account with AccessDEQ so all you need to do is log into AccessDEQ to view the shared permit and permit application.

[My Permits & Projects](#)

[My Permit Applications](#)

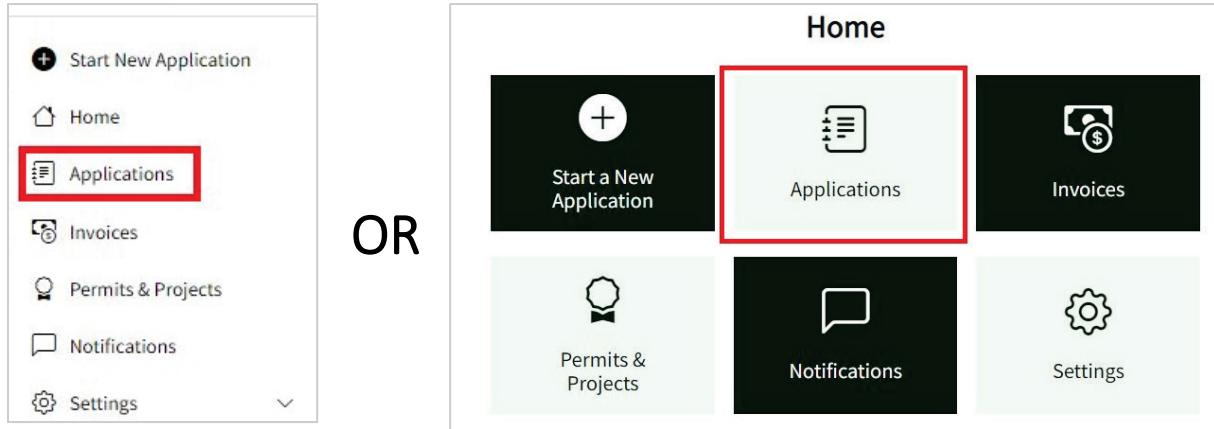
*An example of a permit sharing email message sent to a share recipient whose email address matches a current AccessDEQ portal account.*

**It is important that the email address to which the sharing invitation is sent matches the email address that is/will be associated with the invitee's AccessDEQ portal account.** In the event a user sends a sharing request to the wrong email address, the sharer can re-send the invitation using the correct email address for the recipient.

Once the user signs in, access will be granted and the shared permit or permit application will appear in the recipient's **Permits & Projects** and/or **Applications** section in My AccessDEQ.

## Applications Grid

A list of a user's applications may be accessed from the **Applications** page in AccessDEQ. It can be reached by selecting it from the left-hand navigation menu or the tile on the Home screen.



The **Applications** grid shows the applications to which the user has access. This includes applications created by the user or shared with the user.

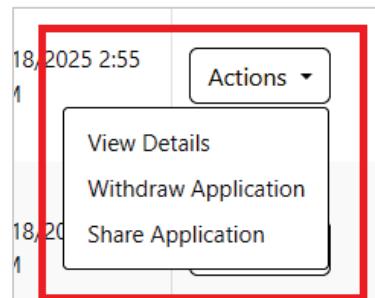
The user can filter entries appearing in the grid. Clicking on the permit application number (**PA-#####**) in the **Application** column will take the user to the application. If the permit application is in the status of "Not Submitted" or "Awaiting Applicant", the permit application will open for editing. If the permit application is in any other status, the **Application Details** screen is displayed.

Status: Active		Program: Underground Storage Tank Section (UST)								
<a href="#">Start New Application</a>		<a href="#">Export to Excel</a>								
Application	Program	Application...	Status	Location	Primary Ap...	Submitted ...	Created...			
<a href="#">PA-167227</a>	Underground Storage Tank Section (UST)	UST-6	Not Submitted	Tycho Station			12/14/2025 6:24 PM		<a href="#">Actions</a>	
<a href="#">PA-167216</a>	Underground Storage Tank Section (UST)	UST-6	  	Application Submitted	New Caprica	Thrace & Associates	12/14/2025 6:29 PM	12/12/2025 4:41 PM	<a href="#">Actions</a>	

Figure 2 Applications grid found on <https://portal.deq.nc.gov/my-accessdeq/myapplications>

The **Actions** button also allows users to view the Applications Details screen by selecting **View Details**. There are other options such as **Share Application** or **Edit Application**.

The **Share This Application** section of this guide has more information about sharing applications.



The Application Details screen shows information about the application. If a Fuel Drop Request, UST-6B, or UST-6A Major Modification is available, they can be started from there.

## Underground Storage Tanks Form

Division of Waste Management

[Click here](#) to submit the UST-6A Major Modification form if there are any significant changes to the original UST-6A submission.

[Application Details](#) [Application Permissions](#)

- Pending
- 2 Application Submitted
- 3 Completeness Review
- 4 Technical Review
- 5 Decision

### Reviewer Comments on Permit Application status

### Application Details

#### Permit Application Number

PA-167216

#### Type

UST-6

#### Status

Application Submitted

#### Created By

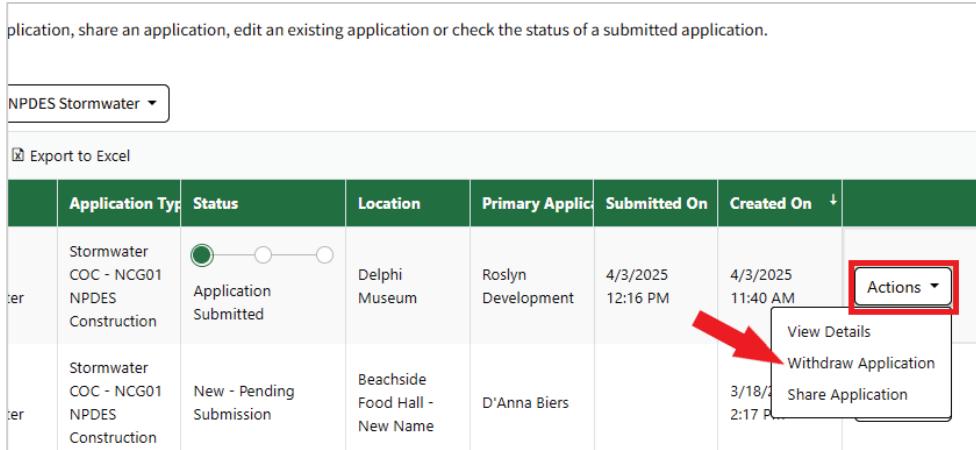
PTP Test User 3

### Invoices

Edit	Invoice Number	Invoice Date	Due Date	Invoice Total	Total Paid

## Withdrawing an Application

This can be done by selecting **Withdraw Application** from the Actions menu on the Applications grid.



The screenshot shows a table grid with columns for Application Type, Status, Location, Primary Applicant, Submitted On, and Created On. The 'Actions' column contains a dropdown menu with options: View Details, Withdraw Application (which is highlighted with a red arrow), and Share Application. The 'Withdraw Application' option is the target of the red arrow.

	Application Type	Status	Location	Primary Applicant	Submitted On	Created On	Actions
User	Stormwater COC - NCG01 NPDES Construction	Application Submitted	Delphi Museum	Roslyn Development	4/3/2025 12:16 PM	4/3/2025 11:40 AM	<ul style="list-style-type: none"><li>View Details</li><li>Withdraw Application</li><li>Share Application</li></ul>
User	Stormwater COC - NCG01 NPDES Construction	New - Pending Submission	Beachside Food Hall - New Name	D'Anna Biers		3/18/ 2:17 PM	

Initiating **Withdraw Application** takes the user to a screen where they can provide the reason for the withdrawal and submit the withdrawal request.

**Note:** A withdrawal request cannot be undone. Withdrawn applications cannot be reactivated. Should the installation resume, a new application is required.

## Invoices

Users can continue to make UST payments via check, or by using ePayments found at <https://epay.deq.nc.gov/ust-epayments.html>.

### UST ePayments

#### ePayments - Online Payments

NCDEQ UST operating permits can be renewed online in TWO steps:

- If you are renewing your annual UST operating permit [GO TO STEP 1](#)
- If you need to pay tank fees for a new UST installation then [GO TO STEP 2](#)
- If all tanks at the facility are in Temporary Closure then [GO TO STEP 2](#)

#### STEP 1

Go [HERE](#) to obtain a copy of the UST compliance questionnaire.

**COMPLETE, SIGN, and DATE** a questionnaire for each UST facility you will be renewing (be sure to answer each question and complete each field at the bottom of the questionnaire).

**EMAIL** the completed questionnaire(s) to [UST.Permits@deq.nc.gov](mailto:UST.Permits@deq.nc.gov) **WITH** the receipt you get from STEP 2.

*Questionnaires may also be submitted by fax to (919) 715-1117 or mail to DEQ-UST, 1646 Mail Service Center, Raleigh, NC 27699-1646, Attn: DWM UST Section, but processing times are shorter by email.*



**Before proceeding, do you have a completed questionnaire ready to submit?**

#### STEP 2

Please enter a Facility ID in the entry field. Account information will be retrieved and displayed below for your verification. Be sure to **SAVE** your receipt so you can email it along with your compliance questionnaire to [UST.Permits@deq.nc.gov](mailto:UST.Permits@deq.nc.gov).

Enter Facility ID:  (Input format: 00-0-0000000000)

**Exit**

Should you have any questions regarding billing or the ePayments System, please contact the Registration and Permitting Group at 919-707-8171, option 1 or email [UST.Permits@deq.nc.gov](mailto:UST.Permits@deq.nc.gov).

Check payments should be mailed to:

DEQ-UST, 1646 Mail Service Center  
Raleigh, NC 27699-1646  
Attn: DWM UST Section

## Appendix A – Document Management

### Document History

The change history of the document is recorded in the Revision History Table.

Version	Version Description	Details
1.0	Initial version of the user guide.	Author: Christi Haynes Date: 12/14/2025
1.1	Add 6A Mods, Fuel Drop	Author: Christi Haynes Date: 01/12/2026
1.2	Revise for Add Existing Tank/Sump; emphasize application document	Author: Christi Haynes Date: 01/29/26

## Appendix B – Helpful Information

Description	Web Address
North Carolina AccessDEQ homepage	<a href="https://deq.nc.gov/accessdeq">https://deq.nc.gov/accessdeq</a>
Sign into or sign up for an AccessDEQ portal account	<a href="https://portal.deq.nc.gov/login">https://portal.deq.nc.gov/login</a>
My AccessDEQ user portal homepage	<a href="https://portal.deq.nc.gov/my-accessdeq">https://portal.deq.nc.gov/my-accessdeq</a>
General guide to the My AccessDEQ portal	<a href="https://portal.deq.nc.gov/help/getting-started-guide">https://portal.deq.nc.gov/help/getting-started-guide</a>
Answers to FAQs and commonly used acronyms	<a href="https://portal.deq.nc.gov/help/faqs-and-acronyms">https://portal.deq.nc.gov/help/faqs-and-acronyms</a>
Links to all AccessDEQ portal application user guides	<a href="https://portal.deq.nc.gov/help/user-guides">https://portal.deq.nc.gov/help/user-guides</a>
North Carolina DEQ YouTube Playlists	<a href="https://youtube.com/@NCDEQ/playlists">https://youtube.com/@NCDEQ/playlists</a>

The North Carolina Department of Environmental Quality (DEQ) Permitting Transformation Program (PTP) is the initiative behind AccessDEQ. Information about it can be found at <https://www.deq.nc.gov/accessdeq/permitting-transformation-program>.

Information about all DEQ permitting and a link to a list of all permits, including those not currently part of AccessDEQ, can be found at this web address: <https://www.deq.nc.gov/accessdeq/permit-directory>.