

REPUBLIC OF TRINIDAD AND TOBAGO The Ministry of Energy and Energy Affairs

Guidance Document for Completing the Application Form for Storage Approval of Refined Petroleum Products at 'End-User' Facilities

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1. Scope

The document provides guidance for completing the application form for storage approval of Refined Petroleum Products at 'End-User' facilities (*Doc No.: MEEA-HSEM-A001*). It does not outline the requirements for design and construction of the storage system. The references listed herein may be consulted for more information on the same.

2. Applicability

All applications for the approval of petroleum by-products storage systems made after May 30, 2012 must be done so by use of the application form (*Doc No.: MEEA-HSEM-A001*).

This application form should only be used if the storage capacity of a singular petroleum by-product exceeds a cumulative capacity of 100 Imperial Gallons on the premises where it is to be stored. Such products include; diesel, kerosene, gasoline, jet A1 fuel, used oil, and lubricants/ lube oils. The storage tanks may be aboveground or underground.

The application form should not be used for:

- terminals and other energy based facilities for which the petroleum by-products systems are considered part of the entire facility and for which the facility is approved by the Ministry of Energy and Energy Affairs.
- marine storage systems.
- the storage of Liquefied Petroleum Gas (LPG) systems.
- road transportation systems for petroleum by-products.
- Non-hydrocarbon liquids, e.g. liquid oxygen, hydrogen.
- storage systems at Service Stations.
- the re-approval of petroleum by-products storage systems.

3. General Rules on Completing the Application Form

The following are general rules for completing the application form:

- 1) The content of the form must not be altered in any way.
- 2) Information must ONLY be entered in the check boxes and the gray shaded areas.
- 3) Avoid the use of correction fluid on the completed application form.
- 4) Supplemental information that can aid in the processing of your application may be attached.



5) The application form must be completed as thoroughly as possible. Incomplete applications will not be processed. Following completion, the signed form (and attachments) must be forwarded in hard copy by the owner of the facility, the installation contractor or anyone appointed on behalf of the former to the following address:

> Chief Mechanical Engineer Ministry of Energy and Energy Affairs Maska Building South Trunk Road LA ROMAINE

- 6) Installations that are not approved within one (1) year of the application date will require resubmission of an application form.
- 7) There are no fees associated with processing of the application.
- 8) Forwarding an application to the Ministry does not guarantee that approval will be granted for the storage system.

4. Step by Step Procedure for Completion of the Application Form

The following tabulated information gives a step by step guide to completing the application. The letter-number references (e.g. A1, B2, etc.) outlined herein is consistent with the application form.

Ref.	Guidance notes	
Cover Page		
	Insert the applicant's file reference number, if any.	
	Insert the applicant's title, name and position. Applicant refers to the person filling out the application form. The applicant must ensure that the information is true and correct and that he/she is authorised by the installation owner/s to act on his/their behalf. Incorrect information will render the application being deemed incomplete.	
	Insert the date of the application form.	
Sectio	on A – Installation Owner Information	
A1/A2/ A3	Specify the (i) name, (ii) mailing address and, (iii) contact information of the company which owns or to which the storage system is leased.	
Sectio	on B – Installer Information	
B1/B2/ B3	Specify the (i) name, (ii) mailing and, (iii) contact information of the company that will be installing the storage system. All personnel involved in the installation of LPG systems must be suitably trained and qualified. The MEEA may request copies of the training and qualification records, if so desired.	
Sectio	on C – Storage Information	
C1	Specify the total volume of products to be stored on the premises. Approval is only required if the cumulative capacity of a singular product exceeds 100 Imperial Gallons.	
C2	Specify the number of tanks to be installed. The application form may be used for a maximum of six (6) tanks. For more than three (3) tanks used the supplement form.	
C3	Specify the physical address of the installation. If the address is the same as in section A, tick the (same as in A2) box and do not re-enter the information	
C4	Choose the type of facility where the storage system is to be installed. If your facility is not listed, enter it in the blank box provided.	
C5a	Give a brief description of the purpose or use of the storage system at the intended location. Intricate details of the process utilizing the product to be stored are not necessary.	
C5b	If the storage system is used to fuel a fleet of vehicles, give a brief description of the make/type of vehicle and the number of the make/type in the fleet, for example, forklifts – 3, road tanker wagons – 5, trucks – 2, generator – 1, etc.	
C6	Specify if this application to the Ministry is the first for the storage system. Note that this will not affect approval of the storage system. If no, provide the date of the application, if possible.	
C7	Specify where the product/s to be stored will be obtained from. That is: Internally (i.e. within the company) Offshore Vessel	
	 Petroleum Distributor Refinery 	



Office: HSE & Measurement Division, Maska Building, South Trunk Road, La Romaine, Trinidad W.I.

Contact: Tel: 1-868-697-1275/0546/1484; Fax: 1-868-697-7013; E-mail: info@energy.gov.tt

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Section E - Tanks Information E1 Specify the type of product to be stored in each tank. The following product may be applied for approval. A product that is not listed may be specified in the "Other" box provided. • Bunker Fuel • Chemical • Diesel • Jet A1 • Kerosene • Oilfield Wastes • Premium Gasolene • Regular Gasolene • Used Oil • Water (if part of the storage system and used for fire fighting)	D6	Specify if the underground piping is double-walled. If yes, specify the material of construction of the outer wall.	
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 Chemical Diesel Jet A1 Kerosene Oilfield Wastes Premium Gasolene Produced Water Regular Gasolene Super Gasolene Used Oil Water (if part of the storage system and used for fire fighting) 		The following product may be applied for approval. A product that is not listed may be specified in the "Other" box provided. Bunker Fuel	
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Osea Oil Water (if part of the storage system and used for fire fighting) E2 Specify the operational status of each tank. This includes one of the following for the tank: Overative inverse.		Super Gasolene	
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I his includes one of the following for the tank:	E2	Specify the operational status of each tank.	
• Currentiv in use.		I ruis includes one of the following for the tank: Currently in use.	
Installed but not in use.		Installed but not in use.	
Partly in use		Partly in use	



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Ref.	Guidance notes
	Temporarily out of use. To be installed
	• To be installed. Storage systems that are in use will be given a sixty (60) days' time period following a Ministry's inspection to have them approved.
	Systems that do not meet the minimal requirements of the Ministry may require relocation or retrofit works before approval can be granted.
E3	Specify the location of each tank.
	More than one box may be ticked. If the intended location is not listed, specify the other type in the box provided.
E4	Specify if each tank is:
	a) Fixed or mobile. A tank is considered mobile if its storage location can vary.
	temporary storage system may not necessarily be exempted from all the necessary requirements for a permanent system.
	c) New or used. Used tanks must be hydrotested before being allowed to return to useful service. Hydrotesting refers to filling the tank with water (or fluid with a specific gravity greater than the product to be stored), allowing it to stand for a minimum period of twenty four hours
	and observing for any leaks.
	e) Rigid or flexible. A tank is considered flexible if the shape varies.
F <i>E</i>	Changes the magnet hundrich undrich will flow from each tents
ED	The following may be chosen.
	Gravity Dump
	Pump and gravity.
	If the means of product flow is not listed, choose "Other" and specify in the box provided.
E6	Choose the material of construction for each tank foundation/ supports.
	If the material of construction is not listed, specify the other type in the box provided.
E7	Choose the type of terrain in the vicinity of each tank.
	• Flat
	Hilly Statist
	Stopping Undulating
Eo	Specify the type of auxiliany equipment to be installed with the tanks
LO	All equipment must be designed for the intended service. Manufacturer specifications sheets for each piece of equipment installed in the system may
	be requested following review of the application. If the intended auxiliary equipment is not listed, specify the other type in the box provided.
E9	Specify if the tank will be used to supply fuel to marine vessels.
E10	Specify (by ticking) if the listed items are within 50 feet of any of the tanks.
	Where yes, the item of interest and actual set back distance must be illustrated on a plot plan of the storage system to be attached to the application.
E11	Specify if any of the tanks will be readily available to the public.
	Tanks that are readily accessible will require protection against public tampering and manipulation of valves.
E12	Specify the water capacity of each tank.
	This refers to the maximum volume of water the tank is capable of storing.
E13	Choose the shape of each tank.
	The following may be specified:
	Horizontal cylindrical
	Rectangular Irregular
	Spherical
	• Other
E14	Specify the dimensions of each tank.
	Rows are provided to list either:
	 diameter for a spherical tank; diameter X length for a borizontal cylindrical tank;
	 diameter X height for a upright cylindrical tank, or
	length X width X height for a rectangular tank. The dimensions are not necessary for irregularly shaped tanks.
E15	Specify the minimum shell (wall) thickness of each tank.
L	



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 E16 Specify the material of construction of each tank. E17 Specify if each tank is atmospheric. A tank is atmospheric. A tank is atmospheric. A tank is atmospheric. Specify the approximate Date of Manufacture of each tank. E18 Specify the approximate Date of Manufacture of each tank. E20 Specify the approximate Date of Manufacture of each tank. E21 Specify the manufacturer's Serial Number of each tank. If available. E22 Specify the manufacture odd/stantadart for each tank. The following may be specified:	Ref.	Guidance notes
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Office: HSE & Measurement Division, Maska Building, South Trunk Road, La Romaine, Trinidad W.I.

Contact: Tel: 1-868-697-1275/0546/1484; Fax: 1-868-697-7013; E-mail: info@energy.gov.tt

Ref.	Guidance notes
F2	Drawing of the tanks and piping. The drawing must be isometric or orthographic projections showing all connections and physical details of the tank. All dimensions must be displayed as well. If all tanks are the same, only the submission of one drawing is necessary. Applications that are not accompanied with a drawing of the tank and piping will be rendered incomplete until the submission of the same.
F3	*Underground Piping Pressure Test Certificate.
F4	*Standard Operating Procedures
F5	*Emergency Response Plan
F6	*Fire Service Division report/ approval
F7	Certificate of Environmental Clearance. Storages that have a cumulative capacity in excess of 500 barrels (17,500 IG) will require a certificate of environmental clearance (CEC) from the Environmental Management Agency (EMA).
F8	Manufacturer's Specification Sheets for Auxiliary Equipment
F9	*City/Borough/Regional Corporation letter of approval.
F10	Proof of Deed of Ownership of the land earmarked for the construction/ installation of the storage system or Letter of Permission from the Owner of the land to construct/install the storage system.
F11	Any other attachments may be specified in the blank boxes provided.
Section G – Other Information	
Insert a	any information that may be useful in the processing of the application.

5. Frequently Asked Questions (FAQs)

The following is a list of FAQs and the corresponding response of the MEEA.

- Is there any fee associated with the processing of my application? No, there are no fees associated with the processing of the application form.
- What will render my storage system not being approved?
 - Any of the following may render the storage system not being approved: The system not meeting the minimum requirements of the Petroleum Act, Chapter 62:01, NFPA 30 - Flammable and Combustible a) Liquids and other applicable internationally recognized standards.
 - b)
 - The system not being approved by the other regulatory agencies having legal jurisdiction. The Operator/ Owner not being approved for the purchase of diesel fuel at the subsidized price by the MEEA. c)
 - d) Failure of the Operator/ Owner of the facility to implement the requirements of the MEEA.
 - The Operator's inability to reasonably justify the purpose/use of the storage system. e)

How long will the approval process take?

Following submission of an application, the MEEA will conduct a site inspection within two (2) weeks of receipt of the same. If the intended site and the design of the tank are acceptable, clearance will be given to commence construction within one (1) week of the site assessment. Following completion of construction, the MEEA must be notified to conduct a close-out inspection. If all the necessary requirements are met, a certificate of approval will be granted within one (1) week of the inspection.

- Can I apply for approval of my storage system if it is already in operation? Yes. Storage systems that were never approved will be allowed ninety (90) days to correct all deficiencies identified by the Ministry of Energy and Energy Affairs. Failure to comply will result in having to remove the storage system from useful service.
- How long is approval valid for?

Approval is valid for a maximum period of five (5) after which re-approval for the storage system must be sought. The approval period for temporary storage systems may vary, but in no case exceed one (1) year.

6. List of Acronyms:

- API American Petroleum Institute
- AS Australian Standard
- ASME American Society of Mechanical Engineers
- CEC Certificate of Environmental Clearance



Office: HSE & Measurement Division, Maska Building, South Trunk Road, La Romaine, Trinidad W.I.

- DOT Department of Transportation
- EMA Environmental Management Agency
- ft. feet
- gal gallon
- in. inches
- kPa kilo Pascal (pressure rating)
- LPG Liquefied Petroleum Gas
- MEEA Ministry of Energy and Energy Affairs
- m. metre
- mm millimeter
- NA Not Applicable
- NFPA National Fire Protection Association
- OSHA Occupational Safety and Health Agency
- psi pound per square inch (pressure rating)
- scf standard cubic feet (volume)
- TCPD Town and Country Planning Division
- UL Underwriters Laboratory

7. References:

- ASME B31.3, Process Piping, 2004 edition.
- ASME Boiler and Pressure Vessel Code, 2004 edition
- API 650 Welded Tanks for Oil Storage, 11th Edition, June 2007
- NFPA 30, Flammable and Combustible Liquids Code, 2008 edition.
- NFPA 70, National Electrical Code, 2008 edition.
- Ministry of Energy and Energy Affairs Aboveground Hydrocarbons Storage Tanks (Horizontal) Installation Inspection Checklist (Doc No.: MEEA-HSEM-C002), Rev. 0 - June 2011.

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