

Owner Instructions

I. Owner who is not the designated operator

If you are the authorized representative read Section III before you begin.

1. Click the Tennessee Tank Helper application page link below.
www.tennesseeanytime.org/ustop
2. Under Facility Owner's click on the [Sign Up] button
3. After completing sign up, Under Facility Owners click on [Go to Log In] button
4. If you are the Owner's authorized representative enter your first and last names and also the company, agency, etc., name in the fields provided.
5. The next page is the owner dashboard
6. Review your compliance plan data make sure the information listed is correct for your facility. It comes from the last notification form submitted.
7. Make sure all of your facilities are on your dashboard.
8. Click on [Add an Operator] button
9. Type in the name of the operator you are looking for and click on the [search] button, **Note: The operator must have previously registered!**
10. If there is more than one make sure to select the correct name and click the [continue] button
11. Select type of designation for each facility you want to connect to this operator and select training method then click the [submit] button
The free online training is Tank Helper. If the operator is using the ICC option testing information can be found at
<http://www.iccsafe.org/Accreditation/Pages/ustastexams.aspx>

If you have or are taking the ICC exam you must submit **a copy** of your test results to the Division:

Tennessee Division of Underground Storage Tanks
C/o Michelle Pruett
4th Floor, L & C Tower
401 Church St.
Nashville, TN. 37243-1541
Or email to michelle.pruett@tn.gov

Note: You can come back to this page later to add more operators to the same or different facilities.

12. The next page shows your designations, you will have the ability to:
 - a. See if your operator has accepted the designation
 - b. Remove operator designations
 - c. See which facilities operators have been designated
 - d. See if training is complete
 - e. Add or remove facilities to your designated operators
 - f. View a compliance plan for each facility based on the database information for that facility

II. Owner who is also the designated operator

If you are the authorized representative read section III before you begin.

1. Follow steps 1 through 5 above.

2. Click on [Add an Owner as an Operator] button
3. The next page automatically displays the Owner/operator information. Select type of designation for each you are going to be the designated operator for and select your training method.
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<http://www.iccsafe.org/Accreditation/Pages/ustastexams.aspx>
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Note: You can come back to this page later to add more operators to the same or different facilities.

4. The next page is the owner dashboard showing your designations, you will have the ability to:
 - a. Remove operator designation
 - b. See which facilities operator have been designated for.
 - c. See if training is complete
 - d. Add or remove facilities
 - e. View a compliance plan for each facility based on the database information for that facility
5. Click on [Begin Training] button
6. This page will show the mandatory Modules that need to be completed based on facility information pulled from the database with the ability to select other non required modules.
7. Once modules are completed there will be a certificate available to print.

III. Authorized Representative of a Company, LLC, LLP, Incorporation, government agency, Hospital, etc.

If you are registering for one of the above, follow the “Owners who are not the designated operator Instructions” 1 through 4.

If you are also going to be the designated operator, Create a separate account as an operator (see operator instructions on the website). You can take the training if you know what modules you will need or come back after the next step is completed.

Log back into the owner account and designate by following the “Owners who are not the designated operator Instructions” 5 through 12.