

IDEM Aboveground Storage Tank (AST) Locator Instructions

The IDEM Aboveground Storage Tank (AST) Locator provides a way to determine if an Aboveground Storage Tank is subject to [AST Reporting Requirements](#).

1. Open the [Aboveground Storage Tank Locator](#) in a web browser. For best results use Mozilla Firefox, Google Chrome, or Apple Safari.
2. Use the navigation tools to show the area where the AST is located on the map.
 - Search Box.  Enter the address of the AST or a nearby location into the Search box and press the **Enter** or **Return** key. The map will zoom and center on the address location.
 - Zoom Buttons. The Zoom In button  makes the map larger. The Zoom Out  button makes the map smaller. The mouse or trackpad scroll can also be used to zoom.
 - Pan. Click and hold the mouse or trackpad left-click button and drag the map.
 - Zoom In and Center. Double-click to zoom in and center.
 - Overview Map. Click on the Show Map Overview arrow  in the upper right corner of the map to open an overview map of the area. The larger map area is shown as a gray box in the overview map which can be moved by clicking on it and dragging. Click on the Hide Map Overview arrow  to close it.
 - Switch Basemap. The default basemap shows streets and basic topography and is useful for finding the general area where the AST is located, but you may find it easier to locate the AST using a different basemap such as *Imagery*. After choosing a basemap, click on **Switch Basemap** to close the basemap selector.
3. Click on the location of the AST. It may be easier to find the AST by clicking on **Switch Basemap** and choosing the *Imagery* basemap.
 - a. If the location is **not within** a Critical Zone of Concern, the map will display the message “Your point or land parcel is NOT within a Critical Zone of Concern” and the AST does not need to be reported. You should use the **Print** button to generate a PDF file of the map showing the AST location for your records.
 - b. If the location is **within** a Critical Zone of Concern, the map will display the message “Your point or land parcel is within the Critical Zone of Concern” and the coordinates of the point that was chosen. The map will display the point chosen as a red dot and the related parcel as a yellow border. You should use the **Print** button to generate a PDF file of the map showing the AST location for your records. **The AST must be reported.**
 - i. On the map, select the coordinates displayed in the message box and copy them (right-click and select “Copy” or use keyboard shortcuts: Windows - CTRL +V, Macintosh - Command Key +V).
 - ii. Open State Form 55906 – Reporting of Aboveground Storage Tanks (available on the [IDEM Forms](#) page).
 - iii. Paste the coordinates into the Coordinates (Decimal Degrees) boxes of the form. The coordinate that begins with a minus (“-”) sign is the Longitude.

- iv. Fill out the rest of the form and click on the **Submit** button to generate an email to send to IDEM. You may attach the printed map to the email as an attachment.
- v. Click the **Send** button in the email to submit the form (and map, if attached).