**Cornell University’s Online Aboveground Petroleum Inspection Program How To’s**

What is Cornell University’s Online Aboveground Petroleum Storage Tank (AST) Inspection Program?

Cornell University’s Online Aboveground Petroleum Storage Tank (AST) Inspection Program enables assigned tank inspectors to record their monthly aboveground tank inspection results online. These inspection results are saved and retained in a database for 10 years, which is required by New York State Dept. of Environmental Conservation (NYSDEC). The database and website are maintained by the Environmental Compliance Office (ECO).

Why should your tank inspections be online?

The advantages to you are:

- The onus is no longer the responsibility of the facility manager to retain records for 10 years.
- If a catastrophic event was to occur at the facility (ex., fire) the inspection records would not be lost.
- The inspection questions ensure that you are inspecting for the required NYSDEC items.
- ECO updates the inspection questions with changes made to federal and state regulations, which helps ensure that you are up-to-date for compliance inspection items.
- Provides e-mail reminders when your inspections are due or overdue.

**Login**

Accessing the online tank inspection site and Login

1. Go To URL: http://eco.pdc.cornell.edu/AstInspections/
2. Enter your NetID and Password (same as your Cornell email username and password) and click OK.
3. Click Yes on Security Alert pop-up.

**Add Inspection**

Adding a monthly aboveground tank inspection:

1. From the My Tanks (Home) page click on the Add link of the tank for which you want to add an inspection, under the Inspections column.
2. On the Add New Aboveground Tank Inspection Page - answer all the questions following the instructions at the top of the page.
3. Once you have answered all of the questions, click on the Submit button.

**Reconcile Issue**

Reconciling an unresolved tank problem:

1. Click on the Unresolved Issues link in the left hand navigation.
2. Click on the View link of the issue you would like to view and/or resolve.
3. To Reconcile an issue click on the Reconcile button on the Tank Issues page.
4. Enter the corrective action taken to fix the tank issue on the Add Reconcile Note pop-up window and click Submit.

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**ECO Program Team**

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