



## Tank Tip 3

# Identifying Your System

The **Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations** require that storage tank system owners identify their system and display the identification number issued for it before the first transfer of product into the system.

It is important to note that:

- product delivery may be refused to a storage tank system that does not have a **valid identification number displayed in a readily visible location** on or near it
- only an identification number issued by Environment and Climate Change Canada meets **section 28** of the Regulations

The **Federal Identification Registry for Storage Tank Systems (FIRSTS)**, an online application ([www.ec.gc.ca/rfiss-firsts/secureprotege/LoginEntree.aspx](http://www.ec.gc.ca/rfiss-firsts/secureprotege/LoginEntree.aspx)), is the easiest and fastest way to register your system and obtain an identification number.

To open a FIRSTS account, send an email request to [registre-reservoir-tankregistry@ec.gc.ca](mailto:registre-reservoir-tankregistry@ec.gc.ca) including the following information:

- confirmation that the company, organization or individual owns a storage tank system which is subject to the Regulations
- legal name of the company, organization or individual that owns the system (this will be the account name), their mailing address and phone number
- name of the person who will coordinate the identification of storage tank systems for the company, organization or individual (this will be the account administrator), their mailing address, e-mail address and phone number. Note that the administrator must confirm the validity of the request if it comes from a different individual



## The Steps to Identify a Storage Tank System are:

- log into FIRSTS
- click “New Identification”
- enter the required information, as listed in **Schedule 2** of the Regulations
- click “Submit Identification”
- certify the submitted information
- take note of the identification number generated by FIRSTS

Identifying a storage tank system through FIRSTS takes approximately 30 minutes per system. If you are unable to use FIRSTS, you may request the **Environment and Climate Change Canada Storage Tank Identification Form** by emailing [registrereservoir-tankregistry@ec.gc.ca](mailto:registrereservoir-tankregistry@ec.gc.ca). If you do not have Internet access, you can request a copy of the Identification Form by calling **1-844-672-8038**. Please note that processing by mail may take up to 3 weeks to issue an identification number.

You are required to ensure the information submitted in FIRSTS to obtain an identification number for your storage tank system is up-to-date. You have **60 days** following any change of information to:

- log into FIRSTS
- find the applicable storage tank system using its identification number and click “Select”
- update the changed information
- click “Submit Identification”
- certify the submitted information

**Enforcement actions** may be taken against:

**you**, if you do not  
identify your storage tank  
system (in violation of  
**section 28**)

and

**suppliers** who supply  
product to a regulated storage  
tank system that has not been  
identified. See **Tank Tip 10**  
for more information

For more information, visit our website

**[www.canada.ca/petroleum-products-storage-tanks](http://www.canada.ca/petroleum-products-storage-tanks)**

If the information you need is not available on our website, contact your regional office or the Storage Tank Program:

<b>Pacific &amp; Yukon</b>	<a href="mailto:reservoirs-py-tanks@ec.gc.ca">reservoirs-py-tanks@ec.gc.ca</a>	<b>Quebec</b>	<a href="mailto:reservoirs-qc-tanks@ec.gc.ca">reservoirs-qc-tanks@ec.gc.ca</a>
<b>Prairie &amp; Northern</b>	<a href="mailto:promconrpn-compropnr@ec.gc.ca">promconrpn-compropnr@ec.gc.ca</a>	<b>Atlantic</b>	<a href="mailto:enviroinfo@ec.gc.ca">enviroinfo@ec.gc.ca</a>
<b>Ontario</b>	<a href="mailto:promcon-on-compro@ec.gc.ca">promcon-on-compro@ec.gc.ca</a>	<b>Storage Tank Program</b>	<a href="mailto:registrereservoir-tankregistry@ec.gc.ca">registrereservoir-tankregistry@ec.gc.ca</a>

**Disclaimer:** This material has been prepared for convenience of reference and accessibility and does not have an official character. It is of a general nature only. For all purposes of interpreting and applying the *Regulations*, users must consult the official version of the *Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations* and seek their own legal advice as appropriate.

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