



# Application to Decommission a Storage Facility

October 2025

## A. Application Requirements

This application is used when applying for Approval to Decommission a Storage Facility or when applying to decommission a portion of a storage facility which may include a warehouse, yard, storage tank, container, stockpile or equipment used for the storage and handling of hazardous substances and waste dangerous goods at an existing site.

An **Approval to Decommission a Storage Facility** must be issued by the ministry prior to undertaking any decommissioning activities at a storage facility. A completed application with the information outlined herein shall be submitted to the ministry 30 days prior to undertaking the work. To ensure a timely response, it is important that applications include all necessary information.

To complete this application you will need the following information:

- Proponent's complete contact information
- Site information including latitude and longitude for the center of the site
- Decommissioning information
- Sampling information
- Proof of Qualification to complete this work
- Site drawings

This application will provide approval to remove the tanks and associated infrastructure. The limited soil excavation must be done by a Qualified Person, as defined in HSWDGR, and the sampling methodology must be stated. If contamination is found, the owner shall report it to the ministry, further assessment and corrective action may be necessary.

Before decommissioning a storage site or any portion of a storage site that was used for storage and handling of hazardous substances or waste dangerous goods, an applicant shall submit an **Application to Decommission a Storage Facility**. If the application is satisfactory, the ministry will grant an Approval to Decommission a Storage Facility to the facility owner.

Contamination must be reported in accordance with the [discharge and discovery requirements](#) of the Saskatchewan Environmental Code.

**How do I submit the application?** You can submit this application online or by mailing a hard copy.

- **Online submission:**  
Use the [Environment Business Services](#) to submit your application and documents
- **Mail:** you can complete the report, save and print it, and mail the hard copy to:  
Environmental Protection Branch Impacted Sites and Environmental Emergencies  
Suite 201-115 24th Street East  
Saskatoon, SK S7K 1L5

## B. Person Applying

Company Name

Last Name

First Name  Middle Name

Address

City  Province  Postal Code

**Mailing Address**  Same as above  Different from above:

Address

City  Province  Postal Code

**Contact Details**

Phone (main)  Phone (work)

Phone (mobile)  Email

**Preferred Method of Contact**  Phone  Email  Mail

### C. Facility Owner Information

Legal Name

Business Name

Address

City  Province  Postal Code

**Mailing Address**  Same as above  Different from above:

Address

City  Province  Postal Code

### Primary Contact

Last Name  First Name

Phone (main)  Phone (work)

Phone (mobile)  Email

**Preferred Method of Contact**  Phone  Email  Mail

### D. Facility Operation Information *(if known)*

Facility Code

Operation Identification Number

### E. Facility Location Information

Geographic Coordinates (Decimal degrees) Latitude  Longitude

Legal Land Location (e.g., NW-12-34-5-W3):

Quarter Section: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Meridian: \_\_\_\_\_

Legal Name

Business Name

Address

City  Province  Postal Code

**Mailing Address**  Same as above  Different from above:

Address

City  Province  Postal Code

Phone (Business)  Phone (emergency)

## F. Kind and Type of Work

Kind of work being applied for

Petroleum and Allied       Other Hazardous Substance

Type of work being applied for

Above Ground Storage (AST)    Underground Storage Tanks (UST)    Warehouse & Outdoor Storage Yard

**Brief summary of the work being applied for:**

*Please attach any additional information as a separate document. Also, attach the site drawing.*

## G. Tank Information

Enter the information below for all storage tanks (including pressure vessels) that are to be decommissioned at the site.

If more are required, please copy this section and enter the required information until all tanks to be decommissioned have been added.

<b>Type of Tank</b> (above ground / under ground)	<input type="button" value="Under Ground"/>	<input type="button" value="Under Ground"/>	<input type="button" value="Under Ground"/>	<input type="button" value="Under Ground"/>	<input type="button" value="Under Ground"/>
<b>Tank Name or Number</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Pressure Vessel</b>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<b>Substance in Tank</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Volume of Tank</b> (litres)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## H. Warehouse/Storage Yard Information

Enter the information below for the warehouses and/or storage yards that are to be decommissioned at the site. If more areas are being decommissioned, please copy this section and enter the required information until all warehouses/storage yards have been identified.

Storage Area Name	Storage Type	Storage Area Size (in m <sup>2</sup> )
<input type="text"/>	<input type="text"/>	<input type="text"/>

Storage Area Name	Storage Type	Storage Area Size (in m <sup>2</sup> )
<input type="text"/>	<input type="text"/>	<input type="text"/>

Storage Area Name	Storage Type	Storage Area Size (in m <sup>2</sup> )
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Storage Area Name	Storage Type	Storage Area Size (in m <sup>2</sup> )
<input type="text"/>	<input type="text"/>	<input type="text"/>

Storage Area Name	Storage Type	Storage Area Size (in m <sup>2</sup> )
<input type="text"/>	<input type="text"/>	<input type="text"/>

## I. Qualified Persons

As defined in the *Hazardous Substances and Waste Dangerous Goods Regulations (v.1)*: "Qualified person" means a person who has successfully completed a certification program and possesses two years of directly related experience in the installation, testing, or decommissioning of underground storage tanks or above-ground storage tanks.

Company Name

Last Name

First Name  Middle Name

Address

City  Province  Postal Code

Country

## I. Qualified Persons *(continued)*

What is your qualification to perform this kind of work? **(attach scanned copy of qualification document)**

Will confirmation samples be done upon completion?    Yes     No

Who will be performing the sampling?

Name

Company Name

## J. Legal Question

I hereby acknowledge that the work will be performed by a qualified person to perform the work described herein and the work shall be directly supervised by a certified/qualified person, and acknowledge it is an offence to make a false or misleading statement in this application.    Yes     No

## K. Certification

I, \_\_\_\_\_ certify that the information provided on this form is correct to the best of my knowledge.

Signature of Applicant

Date of Application

### Need more information?

[Search the Environment Resource Library](#)  
[Submit an Environment General Inquiry](#)