



Enforcement Division

# Advisory

To: Cargo Tank  
Owner/Operators and  
Testing Companies

Number 335

April 2005

## CARGO TANK CERTIFICATION AND TEST NOTIFICATION PROCEDURES

### To certify a cargo tank:

► Notify the California Air Resources Board (CARB) that you intend to test a cargo tank at least 48 hours prior to the testing, in order that the test may be witnessed at the discretion of CARB.

There are three methods to provide CARB with your 48-Hour Notification:

- 1) By **E-MAIL** at [cargotank@arb.ca.gov](mailto:cargotank@arb.ca.gov)

Due to computer viruses, attachments, graphics, and any data other than plain text are NOT accepted and if sent will not be opened. Auto email receipt requests will be answered.

- 2) By **TELEPHONE** at (916) 327-1524

#### 48-Hour Test Notification Line Recorder (916) 327-1524

When choosing to notify CARB by telephone, you will connect to the 48-Hour Test Notification Line Recorder. The 48-Hour Test Notification Line Recorder is open for calls from **8 a.m. to 4 p.m. Monday through Thursday**, and **8 a.m. to 12 p.m. on Fridays**. *Tests reported outside these time windows or with less than 48 hours notice are NOT considered valid notification.* Listen to the entire message and leave your information after the tone. **You are responsible for following the recording's instructions.**

Pressing “#” will bypass the recorded greeting and instructions, if you already understand the instructions, directing you straight to the tone for you to leave your message expeditiously.

**The 48-Hour Test Notification Line Recorder is ONLY for test notifications. No calls will be returned.**

Pressing “03” will immediately direct you to our Cargo Tank Help/Question Line Recorder. Please call our **Cargo Tank Help/Question Line Recorder** at **(916) 322-6950** if you have any questions, comments, or concerns.

- 3) By **FAX** at (916) 445-6024 (*coversheets are NOT required*)

► Provide the following information for a valid test notification:

- (1) **Who is calling in the test; either the Test Company or the Owner/Operator**

*It is the Owner/Operator's responsibility to make sure a valid 48-Hour Test Notification is made.*

- (2) **Cargo Tank (CT) Number(s)**

This number is assigned by CARB for all **new** or **new to California** tanks. If you do not have a CARB assigned CT number, please provide the **license plate number, unit number, and serial number** for tracking purposes.

- (3) **Owner/Operator**  
**Owner/Operator's Company Name**  
**Owner/Operator's Company Contact Person**  
**Owner/Operator's Contact Person's Telephone Number**

- (4) **Date of the Test**

- (5) **Two-Hour Time Window of the Test**

*(For example: between 9 and 11 a.m. Just stating “in the morning” or “AM” is NOT a valid 48-Hour Test Notification.*

- (6) **Location of the Test** (*Street Address, City, State, and Zip code*)

- (7) **Test Company**  
**Test Company Name**  
**Name of the Person Performing the Test (Tester)**  
**Tester's Contact Number**

► Complete the application entitled "Cargo Tank Vapor Recovery Certification Application" and mail, along with test results, to:

California Air Resources Board  
Cargo Tank Certification Program  
P.O. Box 1955  
Sacramento, CA 95814-1955

For overnight mailing,  
our physical address is:

California Air Resources Board  
Cargo Tank Certification Program  
Attention: Juli Sawaya  
1001 "I" Street, 5<sup>th</sup> Floor  
Sacramento, CA 95814

#### To Expedite the Certification Process

**Payment by Check:** Fax the application, a copy of the check you are sending and, if applicable, a list of repairs. CARB will fax the Owner/Operator a certified copy of the application and mail the decal when the check is received.

**Payment by Credit Card:** Master Card, Visa, and American Express are accepted. Indicate the following:

- Type of Card      ▪ Which Card (if more than one is on file)
- Company Name    ▪ Name of the person who owns the card
- Card number      ▪ Expiration Date    ▪ Fax number to receive certified copy

This information may be faxed or you may call (916) 322-3034. CARB will mail the decal to the Owner/Operator and the credit card receipt to the paying company. Upon request, the card may be kept on file for certification of all future cargo tank certifications. When faxing the application, indicate "**Please charge the card on file**".

Include applicable fees of **\$20** per cargo tank within 15 days of expiration. Applications received after the 16<sup>th</sup> calendar day of your expiration month are **LATE** and require an application fee of **\$40** per cargo tank.

***It is the Owner/Operator's responsibility to make sure a current, COMPLETED, certification application is filled out and submitted with an attached list of any repairs.***

***If any blanks are not completed, any signatures are missing, any options are not circled, and if applicable, a list of repairs is not submitted with your application (via mail or fax), your tank's certification WILL BE DELAYED AND/OR REJECTED.***

Once the completed application is received by CARB and the test results are verified, a decal and a CARB-certified copy of the application are returned to the cargo tank Owner/Operator.

► Tanks must be tested no earlier than **60 days prior to the expiration date** of the existing certification. Applications received by CARB and/or postmarked over **60 days after the test date** will be rejected and your tank will require retesting.

► Maintain the cargo tank vapor recovery systems throughout the year in accordance with CARB's emission standards. Failure to do so may result in a violation and corresponding penalties (see H&SC Section 41974.).

***Please visit the Cargo Tank Vapor Recovery Certification Program website at <http://www.arb.ca.gov/enf/cargotanks/cargotanks.htm> for extra information on the 48-Hour Test Notification and Application process, current forms, and updated laws and regulations.***

***You are also encouraged to join the Cargo Tank Vapor Recovery Certification Program List Serve (List Serve). By signing up for this List Serve, you will receive a notice when new information has been posted to the Cargo Tank Vapor Recovery Certification Program website.***

If you have any questions please contact Ms. Juli Sawaya by telephone at (916) 322-3034, or by email at [jsawaya@arb.ca.gov](mailto:jsawaya@arb.ca.gov).

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