# UST OPERATOR EXAM TUTORIAL

This is a tutorial on how to use and navigate the UST Operator Exam Website – from creating an account, to printing the authorization certificate.

If you have any questions regarding this tutorial or NYS Operator Training in general, email operatortraining@dec.ny.gov.

# **Creating an Account**





## New York State UST Operator Exam

## Create An Account

## These are the rules regarding use of the Op App.

In addition to any obligations arising under acceptable use policies implemented by your internet provider, by logging into this application, you certify and agree under penalty of law to abide by the following:

- 1. The name on this account is your legal name. You will not create or use an account that is not your own account.
- You shall use this application only for the purpose of registering for and taking an examination to become authorized as an operator of Underground Storage Tanks (USTs) as required by NYSDEC regulation, to maintain an account as an UST operator, or as otherwise authorized by NYSDEC.
- 3. You shall be responsible for any activity attributable to the use of your account, whether by you or any other person.
- 4. You shall not engage in activities that may cause interference with or disruption of this application, the related software, any network, information service, equipment or user thereof.
- 5. You shall not seek information on other users or attempt to obtain access to, copy, or modify other users' files.
- 6. You shall not use this application for any illegal purpose, including, but not limited to, the transmission of obscene or harassing materials.
- 7. You must report any abuse or misuse of this application you become aware of to NYSDEC and you shall cooperate fully in any investigation into any such abuse or misuse.

### \* Indicates a required field.

### First Name\*

John

### Last Name\*

Smith

### Address\*

1060 W Addison Street

### Address Line 2

City\* State\*

Illinois

## 60613

Zip\*

.

### County\*

Chicago

Cook

### Email Address\*

john.elwood.smith@gmail.com

Passwords must be between at least 8 and no more than 30 characters long, must contain at least 1 number (0-9) and any one character may not repeat more than 2 times in a row.

#### Password'

.....

### Confirm Password\*

.....

Fill in your information on this page, then click this.

Sign Up

Cancel



## Your Account Has Been Created

You successfully signed up to take the PBS/CBS Operator Exam. We just sent a confirmation email to the address you supplied. When it arrives, you'll need to copy/paste the email confirmation link into your browser to complete the sign up process.

One your email has been confirmed, you will be able to sign in and take the exam. Thank you.

This screen confirms that your account has been created. Now, you need to confirm your email.



0 GB (0%) of 15 GB used Manage

2 Q L

Terms - Privacy

Last account activity: 30 minutes ago Details



Please do not reply to this email as it is an unmonitored mailbox. If you have question regarding the operator training program or exam, please send your question to <u>operatortraining@dec.ny.gov</u>. You will receive a reply as soon as practicable.

Click here to Reply, Reply to all, or Forward

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\*

Terms - Privacy

Last account activity: 32 minutes ago Details



New York State UST Operator Exam



## Recovering your Password



You may login to manage your account or take an exam. If you do not have an account, you may create one.

Please see the links below for exam study materials and additional information about New York's UST regulations.

- DEC operator page
- Operator Training Guide (Tank IQ)
- Exam tutorial
- · NYS UST regulations



If you've forgotten the email address you used to create your account, email DEC at <u>operatortraining@dec.ny.gov</u>.

# Signing In & the User Dashboard





From here, you can:

- (1) Edit your Profile Information,
- (2) Submit a Request for Reciprocity,
- (3) Access the Study Materials, or
- (4) Take an Operator Exam.

# Editing Profile Information



If you want to edit your profile information, click this.



# Submitting a Request for Reciprocity



If you decide to request reciprocity, click this.



Otherwise, click this to go back to the User Dashboard.



## **Request Reciprocity**

DEC has received your request for Bulk Storage Operator authorization by reciprocity. DEC will evaluate the information you provided and will respond by email to the address as shown in your user account.

Clicking 'Submit Request' will bring you to this screen; click this to go back to the User Dashboard.

# Back to Dashboard



request for reciprocity.





In addition, your profile information will be updated to show your Authorization Number, Authorization/Operator Class, and Status.

You can also view and/or print your authorization certificate by clicking this.-

# Accessing the Reading Materials

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Exam	then choose one	Э.		Profile Information		
User has never taken an exam. Class A Operator	User has never taken an exam.	User has never taken a	an exam. tor	Name John Smith Address 1060 W Addison Street Chicago IL 60613		
Request Reciprocity				Email Address john.elwood.smith@gmail.	com	
		Submit a Request for	Reciprocity			Edit

Clicking Tank IQ opens a PDF copy (which you may print). Clicking the Bulk Storage Regulations will open the DEC Bulk Storage webpage (where PDF copies of the PBS and CBS regulations reside).

Note that you can access the study materials anytime you're signed in – before, during, or after an Operator Exam.

# Starting an Operator Exam



If you want to take an Operator Exam, click one of these three.



## The Exam Menu

This is the Exam Menu for a Class A/B Exam.

Questions are organized by topic group.

The column on the right shows the number of questions you've answered in each topic group.



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**The Exam Question** 



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Once you've selected an answer,	Demographics: 1 of 7 This question is not graded. What type(s) of underground storage tank of	experience do you have?	
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Corrosion Protection and Rela	ated Testing			now reads "1/7" answered.	0/3	
Inventory Control					0/5	
Overfill Prevention					0/5	
Tank Leak Detection					0/8	
Piping Leak Detection					0/8	
Temporary/Permanent Tank	Closure				0/3	
Training of Class C Operators	5				0/3	
UST System Record Keeping					0/8	
Operation and Maintenance					0/8	

## Flagging an Exam Question

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Class A/B UST Operator / Dem	ographics		© 1 r	our 56 minutes
If you come across a	Demographics: 2 of 7			
and you want to go back	How many facilities are you currently responsible for?			
to it later, you can 'flag' (or unflag) that question	© 1			
by clicking on this.	2 to 5			
	More than 5			
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One way of seeing questions that have been flagged is by clicking 'Flagged Questions' above.

← Previous	↑ Exam Menu	Next →
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as A/B UST Operator	Flagged Questions (1)	() 1 hour 47 minutes
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*Flagged Questions' at the bottom of	1	
the Exam Menu.		Submit Evam



This shows the Flagged Questions in the Exam. Click on any one to go directly to that question.

Note that answering a question does not unflag that question. Also, you don't have to unflag each flagged question to submit your Exam.

# Submitting an Operator Exam



Each topic group should have a green check on the right.

When you're ready to submit your Exam, click on either of these.

Also, "Exam Progress" should read "100%", and the progress bar should be completely green.

all questions.

Exam Progress: 100%





# Retaking an Operator Exam



If you submit your Exam and you did not have enough correct answers to pass, you'll see this screen.

## You did not receive a passing score on the Class A/B UST Operator exam.

You will be eligible to re-take this exam in 24 hours. Questions on the retaken exam may not be the same as those on the exam you just submitted.

If you wish to take the exam for a different Operator Class, you must also wait 24 hours. Links to study material are provided below.



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New York State UST Operator Exa	am		📕 Study Material 👻 👤 John Smith	n 😃 Sign Out
User Dashboard				
Exam			Profile Information	
Check back in 24 hours Class A Operator	Check back in 24 hours Class B Operator	Check back in 24 hours Class A/B Operator	Name John Smith Address 1060 W Addison Street Chicago IL 60613	
Request Reciprocity			Email Address john.elwood.smith@gmail.com	
		Submit a Request for Reciprocity		Edit

The User Dashboard will look like this while you're waiting to retake the Exam. The waiting period is shown above.



When the 24-hour wait is over, the User Dashboard will look like this. At this point, you may retake the Exam.

# Passing an Operator Exam





View and/or print your authorization certificate by clicking this.-