



State of New Hampshire Department of Environmental Services

INVENTORY REPORT FORM ( ENV-Or 406.01 and 406.13)

(See opposite side for instructions)

(a) DES Site #: \_\_\_\_\_ UST Facility ID #: \_\_\_\_\_

Facility Name: \_\_\_\_\_

City / Town: \_\_\_\_\_

Tank # / Capacity: \_\_\_\_\_ / \_\_\_\_\_ Product: \_\_\_\_\_

Month / Year: \_\_\_\_\_ / \_\_\_\_\_

Column 1	2*	3*	4*	5*	6*	7*	8*	9*	Owner use
Day	(d) Opening Stick or ATG	(b) Stick / ATG before Delivery	(b) Stick / ATG after Delivery	Amount Delivered (4 - 3)	(d) Closing Stick or ATG	Use from Stick / ATG (2 + 5 - 6)	(c) Metered Uses or Sales	(f) Daily Variance (8 - 7)(+ or -)	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									

(e) WATER			
Date	Inches	(h) Total monthly pump meter reading (uses) or sales (column 8) =	Monthly Gallons Over
		(i) <b>MAXIMUM ALLOWABLE LIMIT</b> (Monthly Variance) Total monthly pump meter reading (uses) or sales (h) x 1% ÷ 130 max. gallons allowed	Monthly Gallons Short
		_____ x 0.01 + 130 gallon = _____ gallon Maximum Allowable	
Monthly water changes inches =		(k) If any of the following occur, then phone <b>DES</b> at (603) 271-3899 1. If monthly variance (g) is greater than max. allowable (i); 2. If total water depth is greater than the allowable 3" (e); or 3. If change in water depth is greater than the allowable 2: (e).	(g) Monthly Variance (+ or -)

(J) Owner Signature \_\_\_\_\_

\* NOTE: All columns ENTRIES ARE IN GALLONS

NOTE: (d) MEASUREMENT OF LIQUID STORED MAY BE TAKEN AT THE START OF DAY AND/OR THE END OF OPERATING DAY

State of New Hampshire **DEPARTMENT OF ENVIRONMENTAL SERVICES**

INVENTORY MONITORING CHECKLIST FOR REGULATED UNDERGROUND STORAGE TANKS SYSTEMS Env-Or 406.01 and 406.03

Inventory monitoring is required when an UST stores motor fuels, waste oils, hazardous materials, heating oils or any regulated substance.

Inventory monitoring for motor fuel, bulk storage fuel oil or hazardous substance systems without secondary containment and leak monitoring for both tank and piping.

- (a) Facility registration number, tank number, volume, and type of substance being stored.
- (b) Tank contents in gallons before and after each delivery.
- (c) Total liquid gallons of sales or metered uses for each operating day.
- (d) Measurement in gallons of liquid stored for each operating day to the nearest 1/8" by gauge stick or automatic tank gauge (ATG).
- (e) Monthly measurement in inches of water level.
- (f) Daily loss or gain of product in gallons for each operating day.
- (g) Total monthly gallons of loss or gain of product (Monthly Variance).
- (h) Total monthly liquid gallons of sales or loss.
- (i) monthly maximum gain or loss in product allowed (Monthly Variance).
- (j) Owner signature certifying the accuracy of the monthly inventory records.
- (k) Reporting requirements (notify the **division/DES** within 24 hours) at (603) 271-3899 if:

\* A change in water level of +/- of 3" or more in a month or less.

\* A gain or loss of product exceeding pump meter reading (uses) or sales x 0.01 + 130 gallons.

**NOTE 1: Tank systems exempt from inventory control are a system with both secondary containment and leak monitoring or both tank and piping, Bunker C, no. 4, no. 5 and no. 6 fuel oil.**

**NOTE 2: On-premise-use heating oil or generator system with secondary containment and leak monitoring for both tank and piping shall conduct inventory control by annual tank gauging; see Env-Or 406.04.**

**NOTE 3: Waste oil systems without secondary containment and leak monitoring for both tank and piping shall conduct inventory control by monthly gauging; see Env-Or 406.05.**

**NOTE 4: Release detection methods as specified in Env-Or 405.10 or Env-Or 405.11 may be substituted for annual tank gauging or monthly gauging as required by heating oil, waste oil and generator systems.**

**NOTE 5: Maintain all records relating to inventory control monitoring for a period of 3 years.**

(Sample form below, see opposite side for a blank form)

(a) DES Site #: 2013-000000

UST Facility ID #: 0123456

Facility Name: My Station

City / Town: My Town

Tank # / Capacity: #1 / 1,000 gal. Product: gasoline (plus)

Month / Year: 6 / 97

Column 1	2*	3*	4*	5*	6*	7*	8*	9*	Owner use
Day	(d) Opening Stick or ATG	(b) Stick / ATG before Delivery	(b) Stick / ATG after Delivery	Amount Delivered (4 - 3)	(d) Closing Stick or ATG	Use from Stick / ATG (2 + 5 - 6)	(c) Metered Uses or Sales	(f) Daily Variance (8 - 7)(+ or -)	
1	950				300	650	635	- 15	
2	300	300	950	650	200	750	765	+ 15	
3	200	115	950	835	456	579	566	- 13	
31	428	322	950	625	434	622	656	+ 34	

(e) WATER		(h) Total monthly pump meter reading (uses) or sales (column 8) =							Monthly Gallons Over + 225	
Date	Inches	(i) MAXIMUM ALLOWABLE LIMIT (Monthly Variance)						15,632	Monthly Gallons Short -188	
5/31	0"	Total monthly pump meter reading (uses) or sales (h) x 1% ÷ 130 max. gallons allowed								
6/30	1/2"	15,632 x 0.01 + 130 gallon = 286 gallon Maximum Allowable								
Monthly water changes inches =		(k) If any of the following occur, then phone <b>DES</b> at (603) 271-3899							(g) Monthly Variance (+ or -)	+ 37
		1. If monthly variance (g) is greater than max. allowable (i);								
		2. If total water depth is greater than the allowable 3" (e); or								
		3. If change in water depth is greater than the allowable 2: (e).								

(J) Owner Signature Steve Blake

**NOTE: (d) Measurement of liquids stored may be taken at the start of or end of operating day.**