



# Maine Department of Environmental Protection

Underground Oil Storage Tanks  
17 State House Station  
Augusta ME 04333-0017 (207) 287-7688



## Monthly Fuel Report / Daily Inventory

Month & Year: \_\_\_\_\_

Facility & Location: \_\_\_\_\_ Registration #: \_\_\_\_\_

Tank ID #: \_\_\_\_\_ Capacity: \_\_\_\_\_ Fuel Type: \_\_\_\_\_ Certified by: \_\_\_\_\_

Date	Opening Inventory (See instructions)	Gallons Pumped	Gallons Delivered	Closing Book Inventory	Closing Stick Inventory	Cumulative Over or <Short>	Inches Water	Initials
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								
Math Check		-	+	=				

**Leak Check:** Sum Total of "Gallons Pumped" \_\_\_\_\_ x .01 = \_\_\_\_\_

If the *Cumulative Over* / <Short> number is greater than the *Leak Check* result, this is EVIDENCE OF A POSSIBLE LEAK and you must notify DEP Underground Tanks Unit at (207) 287-7688 or (800) 482-0777 (after hours or weekends).

**Example:** *Leak Check* = 5 gallons, and *Cumulative Over/Short* = -6 or +6, then are both reportable; -4 or +4 would not be.

RETAIN COMPLETED FORMS FOR A MINIMUM OF THREE YEARS

## SAMPLE MONTHLY FUEL REPORT / DAILY INVENTORY and INSTRUCTIONS

This is a sample inventory record that should help you understand how this data is recorded and the Monthly Reconciliation (Leak Check) is determined. The letters are keyed to the marked items on the sample record.

A. For each month's **first Opening Inventory**, use the actual gallons of product recorded as **Closing Stick Inventory** from the last day of the previous month. After the first day, copy the previous day's **Closing Book Inventory** into this column.

B. The **Closing Stick Inventory** must be taken at the end of each day when you have stopped pumping product from the tank. In order to measure the amount of product in an underground tank you must use a measuring stick which is marked off in increments of 1/8". Place an inch or two of water finding paste at the bottom of the stick and insert it (do not drop it) into the fill pipe of the tank until it touches the bottom. Withdraw the stick quickly and read & record the height of the product on the stick to the nearest 1/8". Use a tank chart to convert the inches measured into gallons present. Convert fractions of an inch to decimals (1/8= 0.125; 1/4= 0.25, etc.) to calculate gallons from the fractions of whole inches.

C. **Gallons Pumped** should be read and recorded each day (at the time the tank is stuck) from the meter readings on the tank's pump dispenser.

D. **Gallons Delivered** should be recorded in this column each day product is delivered to the tank.

E. **Closing Book Inventory** is equal to the **Opening Inventory** minus the **Gallons Pumped** plus the **Gallons Delivered** ( $A - C + D = E$ ).

F. The **Cumulative Over or <Short>** is equal to the **Closing Stick Inventory** minus the **Closing Book Inventory** ( $B - E = F$ ).

G. The **Inches Water** which you read off the stick while measuring product in the tank must be recorded each day, even if there is none.

H. Copy the **Opening Inventory** (A) number for the first day of the month in this box.

I. Enter the **sum** of the **Gallons Pumped** for the entire month in this box and on the line below.

J. Enter the **sum** of the **Gallons Delivered** for the entire month in this box.


K. This number is equal to the **Opening Inventory** (H) minus **Gallons Pumped** (I) plus **Gallons Delivered** (J) or ( $H - I + J = K$ ).

L. Copy the final **Closing Stick Inventory** for the month here.


M. This number is equal to the **Closing Stick Inventory** (L) minus the **Closing Book Inventory** (K) or ( $L - K = M$ ). It should also be the same value as your last **Cumulative Over or <Short>**.

N. Determine **Leak Check** by multiplying the **Sum of Gallons Pumped** (I) by 1% (0.01) and entering the result ( $I \times 0.01 = N$ ).

If your **Cumulative Over or <Short>** (M) is a number larger than the **Leak Check** (N), this is considered **EVIDENCE OF A POSSIBLE LEAK** regardless if the result is a negative or positive number. In the Example above: since <69> (-69) is not larger than 168, this is OK. But, if it was <169> or -169, that number IS larger than 168, and must be reported as evidence of a possible leak.



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### Monthly Fuel Report / Daily Inventory

Month & Year: July 2016

Facility & Location: Tom's Farm, Ft. Kent, ME Registration #: 12345

Tank ID #: 2-1 Capacity: 6,000 Fuel Type: Reg. Unlead Certified by: T. Smith

Date	Opening Inventory (See instructions)	Gallons Pumped	Gallons Delivered	Closing Book Inventory	Closing Stick Inventory	Cumulative Over or <Short>	Inches Water	Initials
1	(A) 2320	(C) 449		(E) 1871	(B) 1863	(F) <-8>	(G) 0	TS
2	1871	296		1575	1551	<-24>	0	TS
3	1575	568		1007	972	<-35>	0	TS
4	1007	551		456	408	<-48>	0	TS
5	456	578	(D) 3502	3380	3360	<-20>	0	TS
6	3380	574		2806	2788	<-18>	0	TS
7	2806	743		2063	2025	<-38>	0	TS
8	2063	592		1471	1421	<-50>	0	TS
9	1471	377		1094	1051	<-43>	0	TS
10	1094	576	3000	3513	3473	<-45>	0	TS
11	3518	440		3078	3069	<-9>	0	TS
12	3078	538		2540	2522	<-18>	0	TS
13	2540	657		1883	1844	<-39>	0	TS
14	1883	613	2360	3630	3597	<-33>	0	TS
15	3630	519		3111	3111	<-0>	0	TS
16	3111	447		2664	2634	<-30>	0	TS
17	2664	516		2148	2088	<-60>	0	TS
18	2148	464		1684	1608	<-76>	0	TS
19	1684	567		1117	1043	<-74>	0	TS
20	1117	656	3004	3465	3428	<-37>	0	TS
21	3465	712		2753	2703	<-50>	0	TS
22	2753	554		2199	2128	<-71>	0	TS
23	2199	372		1827	1755	<-72>	0	TS
24	1827	623		1204	1125	<-79>	0	TS
25	1204	453		751	652	<-99>	1/4"	TS
26	751	651	3300	3400	3328	<-72>	1/4"	TS
27	3400	497		2903	2848	<-55>	1/4"	TS
28	2903	496		2407	2320	<-87>	1/4"	TS
29	2407	580		1827	1729	<-98>	1/4"	TS
30	1827	584		1243	1126	<-117>	1/4"	TS
31	1243	590		653	584	<-69>	1/4"	TS
Math Check	(H) 2320	(I) 16,833	(J) 15,166	(K) = 653	(L) 584	(M) <-69>		

**Leak Check:** Sum Total of "Gallons Pumped" 16,833 x .01 = 168 (N)

If the **Cumulative Over/<Short>** number is greater than the **Leak Check** result, this is EVIDENCE OF A POSSIBLE LEAK and you must notify DEP Underground Tanks Unit at (207) 287-7688 or (800) 482-0777 (after hours or weekends).

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