



Connecticut Department of Environmental Protection Instructions on How to Complete the Weekly Underground Storage Tank Systems Inventory Reconciliation Form

All owners and operators should be thoroughly familiar with all aspects of UST regulatory requirements. In particular, owners and operators should be skilled at inventory reconciliation, as required in Section 22a-449(d)-104(e)(1) and Section 22a-449(d)-1(g) of the Regulations of Connecticut State Agencies, as well as requirements for release detection, specifically Section 22a-449(d)-104.

Where do I file completed underground storage tank (UST) systems inventory reconciliation form?

The completed UST systems inventory reconciliation form must be kept on site for at least five (5) years beyond the life of the tank system. Records greater than five (5) years old can be kept at a readily available alternative site and shall be immediately provided for inspection to the implementing agency upon request.

Where can I get a copy of the UST Regulations?

Copies of the [UST regulations, as revised July 28, 1994](#) are available on line, by phone (860) 424-3374 or write to:

Department of Environmental Protection (DEP)
Bureau of Waste Management
Underground Storage Tank Enforcement Program
79 Elm Street
Hartford, CT 06106-5127

When must the UST system inventory reconciliation form be completed?

The UST system inventory reconciliation form must be completed each day, preferably at about the same time, i.e. before closing or opening every day. Dipstick and meter readings must be taken together while pump(s) is (are) closed. Automatic tank gauge inventory printouts may be used for inventory gallons.

Please refer to the last page for the UST system inventory reconciliation form. The form has three parts and requires signatures and dates.

Part A - Write in the columns, as numbered:

1. Record the date includes the month, date and year.
2. Record the opening dipstick inventory in gallons. The number is the previous day's closing dipstick inventory in Column 6.
3. Record the day's deliveries, in gallons.
4. Add the sum of Column 2 plus Column 3 – the total of fuel in tank.
5. Record the closing dipstick reading in inches (to the nearest 1/8").

6. Record the closing dipstick reading converted to gallons from tank chart.
7. Gone from tank – Record the gallons of fuel leaving the tank since last dipstick inventory.
8. Record the day's sales, in gallons.
9. If Column 8 is less than Column 7, enter a minus (-) in Column 9 to show that the closing dipstick inventory is "short" compared to deliveries and sales. Also, subtract Column 8 from Column 7 and enter the difference.
If column is larger than Column 7, enter a plus (+) in Column 9 to show that the closing dipstick inventory is "over". Also, subtract Column 7 from Column 8 and enter the difference.
If Column 8 is equal to Column 7, enter a zero in Column 9 to show that the closing dipstick inventory is neither over nor short.
10. Record the level of water in the tank (to nearest 1/8")

Part B - To be completed at the end of each week.

1. Add the numbers in Column 9 and write the number at the bottom of that column.
2. Determine whether an abnormal loss or gain has occurred. An abnormal loss or gain is an apparent loss or gain in liquid exceeding 0.5% of either the volume of the tank or the volume of product used or sold by the owner or operator, which ever is greater.
3. Sign and date the records to attest to their accuracy.

Part C

When inventory reconciliation indicates an abnormal loss or gain which is not explainable by spillage, temperature variations or other known causes, the owner or operator shall assure the immediate investigation and correction of the source of the abnormal loss or gain. At a minimum, the owner or operator shall take as many of the following steps as necessary to confirm an abnormal loss or gain:

1. When an inventory record error is not apparent a recalculation to determine abnormal loss or gain shall be made starting from a point where the records indicate no abnormal loss or gain.
2. A detailed visual inspection of those components of the facility which are readily accessible for evidence of failure shall be performed.
3. The dispensers of the particular oil or petroleum liquid in question shall be checked for proper calibration.
4. A failure determination/tightness test shall be performed on the piping system between the storage tank or container and dispenser(s) in accordance with subsection (i) of Section 22a-449(d)-1 and Section 22a-449(d)-104(e)(1)(G) of the Regulations of the Connecticut State Agencies.
5. A failure determination/tightness test shall be performed on the tank or container in accordance with subsection (i) of Section 22a-449(d)-1 and Section 22a-449(d)-104(e)(1)(G) of the Regulations of Connecticut State Agencies
6. When an abnormal loss or gain is confirmed, the owner or operator shall immediately report the abnormal loss or gain to the DEP at (860) 424-3338 in accordance with [Section 22a-450 of the Connecticut General Statutes](#), **EXIT DEP** as amended.

Weekly Underground Storage Tank System Inventory Reconciliation

Inventory reconciliation requirements can be found in [Section 22a-449-104](#) of the Regulations of Connecticut State Agencies. All owners and operators should be thoroughly familiar with these regulatory requirements.

Part A

Tank Number : _____ **Product:** _____

1 Date	2 Opening Dipstick Inventory	3 Meter Delivery (gallons)	4 Fuel in Tank	5 Closing Dipstick (inches)	6 Closing Dipstick (gallons)	7 Removed from UST	8 Meter Sales	9 Loss or Gain	10 Water Reading

Part B Weekly
Reconciliation

Signature: _____ Date: _____

Part C - Further Calculations that must be Performed

Enter the total number of gallons pumped _____ Total gallons over or short _____

Or
Enter the total volumetric capacity of UST System (if greater) _____ Compare these \updownarrow numbers

Enter the leak check: _____ x .005 = _____ gallons
(total gallons pumped)

Is total gallons over or short larger than **leak check** result? Yes No . **If answer is "Yes" notify the Department of Environmental Protection immediately by calling (860) 424-3338.** The law requires that this piece of paper be kept on site for a period of at least five (5) years beyond the life of the tank system.

Signature: _____ Date: _____