

INSTRUCTIONS

Tank dipstick readings must be recorded to the nearest 1/8-inch. The tank must not be stuck while the pump is operating. Pump totalizer meter readings must be recorded to the nearest gallon. Deliveries must be recorded.

1. Use a new sheet for each week, beginning on Monday. At the end (closing) of each workday, record the pump totalizer meter reading and the tank dipstick readings.

Daily Pump Meter Readings

2. Write in the date, and your initials, for each day; use the left column on the upper part of the form.
3. Write in the pump totalizer meter reading (to nearest gallon) into the row for Today's Closing on the upper part of the form.
4. Write in Yesterday's Closing (from the Today's Closing totalizer meter reading recorded the previous day).
5. Subtract Yesterday's Closing from Today's Closing to get Gallons Dispensed.

Deliveries

6. If present at a gasoline delivery, stick the tank immediately before and immediately after delivery, and record the two dipstick levels on the upper part of the form, across from the date of delivery.
7. Convert these dipstick levels to gallons, using the tank conversion chart.
8. Subtract the Tank Volume Before from the Tank Volume After to get the Delivered Amount.
9. If not present at delivery to stick the tank before and after, use the tanker's delivery ticket volume directly and just enter the Delivered Amount, without any of the preceding entries.

Daily Tank Dipstick Readings

10. At the close of business each day, write in the date on the lower part of the form.
11. Once a week, apply water-finding paste to the stick, and log the inches of water in the bottom of the tank. If no water is found, enter zero in Water under Tank Dipstick Readings. If water is found, continue to take a reading every day of the week to determine if water level is increasing or decreasing.
12. Stick the tank and record the level in Today's Closing under Tank Dipstick Readings.
13. Convert this dipstick level to gallons using the tank conversion chart, and record that in Column D.
14. Record the closing volume (in gallons) from the previous day in Column A.
15. Record any delivery for the current day in Column B.
16. Add Column A and B for the current day, and put the result in Column C.
17. Subtract Column D from Column C, and put the result in Column E. This represents the actual measured difference in the volume of gasoline in the tank at the beginning and end of the day.
18. Record in Column F the amount indicated as dispensed by the meter for the current day, from the Gallons Dispensed row in the upper part of the form. The meter is the reference standard (that is, it's assumed to be true).
19. Subtract Column E from Column F, and record the result in Column G. This represents the difference between what the meter says was pumped (assumed to be true) and what the dipstick readings say was removed from the tank. This difference may be either positive (could be water intrusion into the tank) or negative (could be a tank or line leak). Be sure to include the sign. (Note that on a daily basis, variability is expected from gasoline volumes expanding or contracting with temperature changes, from imprecision in stick readings and from a number of other factors.)
20. At the end of the week, algebraically add up the daily differences in Column G (including the sign), and record the algebraic sum in the box at the bottom of the table as the weekly variance.
21. Compare this weekly variance to the allowable variance in the review and signoff section below, and sign off.

The allowable variance is the greater of 0.5% of: (1) the tank capacity, or (2) the weekly sales.

0.5% of _____ tank capacity is _____ gal.

Weekly sales from this tank were _____ gal; 0.5% of that is _____ gal.

The algebraic weekly variance from the reverse side is _____. This is:

___ within the allowable variance or ___ outside the allowable variance.

If outside the allowable variance, it is explainable by _____

This record was reviewed and found accurate by: _____ on _____