

NEW JERSEY SMALL BUSINESS ENVIRONMENTAL ASSISTANCE PROGRAM

New Jersey Fuel Dispensing Facilities Compliance Calendar

2014

Welcome

The New Jersey Small Business Environmental Assistance Program developed this guidance document to help Fuel Dispensing Facilities comply with regulatory requirements for the transfer of fuel. We hope that you find this compliance calendar to be a helpful tool for your daily, weekly, monthly and annual record keeping obligations. Please feel free to contact us with any questions or comments regarding this compliance calendar.

Keep yourself informed of EPA revised UST technical regulation in 40 CFR part 280 by:

- Adding secondary containment requirements for new and replaced tanks and piping
- Adding operator training requirements for UST system owners and operators
- Adding periodic operation and maintenance requirements for UST systems
- Removing certain deferrals
- Adding new release prevention and detection technologies
- Updating codes of practice

Complete Underground Storage Tanks (USTs) rules are available in the U.S. Code, Title 42, Chapter 82, Subchapter IX. Go to: http://www.epa.gov/oust/fedlaws/index.htm and for additional information use the link: http://www.epa.gov/oust/fedlaws/cfr.htm

Note: Fuel Station Grants for Access Back-Up Power go to: http://www.ready.nj.gov/programs/retail-fuel-station.html

New Jersey Small Business Environmental Assistance Program New Jersey Department of Environmental Protection PO Box 402 Trenton, NJ 08625-0402 Phone (877) 753-1151 or (609) 292-8601 Fax (609) 292-1921 www.nj.gov/dep/sage This page has been intentionally left blank

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Facility Informat	ion:	
Company Name:	Business Telephone: Facility ID # Installation Date: Stage II Vapor Recovery Sys	
	Contents (Gasoline, and/or E85, Diesel, or Kerosene)	Tank Capacity
Tank 1:		
Tank 2:		
Tank 3:		
Tank 4:		
	· · · · · · · · · · · · · · · · · · ·	

Instructions for Use

This compliance calendar has been developed to help gas stations comply with record keeping required by the Air General Permit for the NJ Vapor Recovery Program for Gasoline Dispensing Facilities (GP-004) and Fuel Dispensing Facilities (GP-004A). Please review your facility's air permit compliance plan for all conditions, requirements and submissions.

This document does not replace or supercede N.J.A.C. 7:27-16 et seq. GP-004 or GP-004A. If there are any discrepancies between this compliance calendar and your existing permit requirements or other New Jersey regulations, the permits and regulations take precedence. For more information on general permits and air regulations please visit www.nj.gov/dep/aqpp/.

Additionally, gas stations with underground storage tanks (UST) must comply with UST regulations. This compliance calendar provides limited guidance on the transfer of fuel into an UST, but it is not intended as a compliance assistance tool for other UST regulations. Release detection, corrosion protection, installation, closure, site remediation and other UST regulations are not components of this compliance calendar. For more information on UST regulations please visit http://www.nj.gov/dep/srp/regs/

Please report any errors or inconsistencies in this compliance calendar to the Small Business Assistance Program at (609) 292-8601 or (877) 753-1151

	Best Management Practices (BMP) & Complying with NJDEP Regulations
	Do Not Top-Off: Topping-off may result in a liquid blockage decreasing vapor control effectiveness and subsequent fines.
	Liquid Extractors Must Be Used: if the hose hangs more than 10 inches from bottom of the nozzle when hanging in the holster.
	Remove Pump Covers: When checking for leaks on a daily basis, remove the pump covers.
comp	Equipment Replacements Must Be Compatible: When replacing individual components of a vapor recovery system, refer to the CARB EO for patibility with the current system.
	Must have a current and valid UST registration and Financial Responsibility (Tank Insurance).
Testi	Must have Important Documents On Site: NJ DEP Air Certificate, Vapor Recovery Inspection Logs, CARB EOs, Vapor Recovery Equipment ing Results, Equipment Change Logs, Release Response Plan, UST Registrations, and current Financial Responsibility (aka: Tank Insurance).
☐ fuel	Keep Spill Buckets Clean: Spill catchment basins must be clear of fuel, water and debris otherwise fuel deliveries must be refused. Monitor the delivery. The transfer operation is monitored constantly to avoid spilling and overfilling.
	Test Release Detection System: Is your release detection equipment working properly? Run a quick "self-test" of the ATG to verify it's working early. Check your manual dipstick to make sure it's not warped or worn. Have a passing release detection test every 30 days. Maintain the release ction system according to manufacturer's specifications.
	Retractors: Must work properly otherwise they are not in compliance with CARB Executive Order (EO).
you l	Overfill Protection options: Do you have an alarm? (if you have one): Is your overfill alarm outside, easily seen or heard and working? Or do have flow restrictors or flapper values? Be sure they are functioning properly.
	Cathodic Protection System (if you have one): Is your cathodic protection system turned on? For impressed current check your rectifier at least y 60 days and keep a record. Test your cathodic protection every 3 years. If your cathodic protection fails, you need to repair and apply for a stantial Modification Permit. The sub mod permit can be found at http://www.nj.gov/dep/srp/forms/ust/
	Fill and Monitoring Ports: Are covers and caps tightly sealed and locked? Are you checking the fillports before and after a delivery ensuring no product, water, or debris exist in the ports? Do you keep records? All fill ports must be permanently marked to identify the product inside the system.
	Spill and Overfill Response Supplies: Do you have the appropriate supplies for cleaning up a spill or overfill?
	Dispenser Hoses, Nozzles, and Breakaways: Are they in good condition and working properly? Do you check them daily for any damage such ars or leaks? Keep daily records. Keep records for repairs.
□ pipir	Dispenser Sumps & Piping/Turbine Sumps: Any signs of leaking? Are the sumps clean and empty? Keep monthly records for the ng/turbine sumps.
	If you find any problems during a self-inspection, You or your equipment contractor must take action quickly to resolve the problems and avoid serious releases.

Air Permitting Requirements for Fueling Stations

All Fueling Stations Require a Valid Air Permit

(Note: A New General Air Permit "GP-004A" has been adopted on 5/13/2013 replacing GP-004 and GP-014)

`	1 0 ,
□ diese	<u>GP-014</u> : General Permit - 014 (GP-014) may be used for one or more storage tanks and equipment used for storing and transferring gasoline, el fuel, and/or kerosene located at the following: (When GP-014 expires, GP-014 will not be able to be renewed, apply for GP-004A).
	Marinas with individual gasoline storage tanks equal to or greater than 2,000 gallons maximum capacity equipped with Stage I Vapor Control.
	Facilities with individual gasoline storage tanks equal to or greater than 2,000 gallons maximum capacity equipped with Stage I Vapor Control were constructed prior to June 29, 2003. The facility must not have, and has never had, for any 12-month period subsequent to February 6, 1989, werage monthly throughput of greater than 10,000 gallons (37,850 liters).
NOT	TE: Storage, transfer and dispensing of diesel fuel and kerosene may be included in this General Permit but does not require Stage I Controls.
COS	ST: \$410 www.nj.gov/dep/aqpp/gp.html (When GP-014 expires, GP-014 will not be able to be renewed, apply for GP-004A).
tank	<u>GP-004</u> : General Permit - 004 (GP-004) may be used for one or more pieces of equipment used for storing and dispensing service station fuels single gasoline dispensing facility (GDF) which has a maximum fuel throughput of 6 million gallons per 12-month period. GDFs with regulated s and gasoline dispensing equipment must comply with Stage I and Stage II vapor recovery requirements. (When GP-004 expires, GP-004 will be able to be renewed, apply for GP-004A).
COS	ST: \$410 www.nj.gov/dep/aqpp/gp.html (When GP-004 expires, GP-004 will not be able to be renewed, apply for GP-004A).
	<u>GP-004A</u> : GP-004A is available, GP-004 and GP-014 cannot be renewed. GP-004A has the following permitting options:
	Marina gasoline storage tank(s) with a Stage I Vapor Control System; or
	Airport gasoline storage tank(s) with a Stage I Vapor Control System; or
	10,000 gallons or less of monthly throughput for gasoline storage tank(s) with a Stage I Vapor Control System; or
	9 million gallons or less of annual throughput for gasoline storage tank(s) & dispensing equipment with Stage I & II Vapor Control Systems; or
	15 million gallons or less of annual throughput for gasoline storage tank(s) & dispensing equipment with Stage I & II Vapor Control Systems with an additional vapor recovery system control
COS	ST: \$410 <u>www.nj.gov/dep/aqpp/gp.html</u> .
□ perm	<u>Pre-Construction Permit</u> (PCP): Fueling stations can obtain a PCP if they want a fuel throughput limit which exceeds the limit of a general nit or if the facility is ineligible for a general permit.
COS	ST: \$1755 for gasoline tank + \$410 for each additional piece + \$1755 Risk Assessment fee.
Note	<u>:</u>
	Stage I vapor recovery equipment must comply with NJAC 7:27-16.3 on all regulated gasoline tanks at the facility.

Stage II vapor recovery equipment must comply with NJAC 7:27-16.3 on all regulated gasoline dispensing equipment at the facility.

Transferring Ownership of a Gasoline Station Facility
☐ Within 120 days after the sale of a gasoline station facility a Non-Technical Amendment must be submitted to the NJDEP to transfer the ownership of any air permits.
cost: \$120 (the form can be downloaded at: www.nj.gov/dep/aqpp/applying.html)
Vapor Recovery Equipment/Control Device Specifications
Stage I:
Transfer of gasoline and/or E85 from any delivery vessel into any stationary storage tank having a maximum capacity of 2,000 gallons or greater shall occur only if such storage tank is equipped with and operating the following emission controls:
A permanently affixed submerged fill pipe or bottom fill pipe.
A vapor control system that reduces the total applicable VOC emissions into the outdoor atmosphere by no less than 98 % of the applicable VOC by volume in the air vapor mixture displaced during the transfer of gasoline; and
A pressure/vacuum relief valve on each atmospheric vent which remains closed during the gasoline transfer; or
A floating roof tank.
Requirements for Gasoline Storage Tanks: GDF which commenced on or before June 29, 2003 shall keep a facility monthly throughput of less than 0,000 gallons in any month requires only stage I.
GDF, the Permittee must minimize spills, clean up spills expeditiously; cover gasoline containers and storage tanks fill pipes with gaskets seal and ninimize gasoline sent to open collection systems.
Above ground fuel storage tank(s) exposed to the sun's rays must be painted white. Visually inspect every 6 months.
All hoses, piping, connections, fittings and manholes shall be tight and leak free, except when gauging or sampling is performed.
The dispensing devices, associated hoses, and nozzles shall be maintained according to manufacturer's specifications. Inspect the dispensing devices aily for liquid or vapor leaks.
New & replaced tanks constructed on or after May 13, 2013 must be equipped with a dual point (no coaxial) vapor recovery system.

Vapor Recovery Equipment/Control Device Specifications

Stage I: Continued
☐ The pressure/vacuum relief valves on each atmospheric vent shall remains closed during transfer operations except when the positive cracking pressure is exceeded. The specifications of the system shall be: Positive pressure setting of 3.0 +/-0.5 inches water column Negative pressure setting of 8.0 +/- 0.5 inches water Column.
GDF constructed on or before November 9, 2006, the transfer of gasoline to the storage tank shall be made through a submerge fill pipe permanently affixed to the tank and with a discharge that is no more than 12 inches for pipes.
GDF constructed after November 9, 2006, the transfer of gasoline to the storage tank shall be made through a submerge fill pipe permanently affixed to the tank and with a discharge that is no more than 6 inches for pipes.
GDF with monthly throughput >100,000 gallons of gasoline and or E-85, the vapor recovery and product adoptors and the method of connection with the delivery elbow, shall be designed so as to prevent the over tightening or loosening of fittings during normal delivery operation.
☐ GDF with monthly throughput >100,000 gallons of gasoline and or E-85, the vapors line from the gasoline storage tank to the gasoline cargo shall be vapor tight.
\Box GDF with a monthly throughput >100,000 gallons of gasoline and or E-85, all vapor connections and lines on the storage tank shall be equipped with closures that seal upon disconnect.
☐ GDF with a monthly throughput >100,000 gallons of gasoline and or E-85, Liquid fill connections for all systems shall be equipped with vapor-tight caps.
For GDF with a monthly throughput >100,000 gallons of gasoline and or E-85, Pressure/vacuum (PV) vent valves shall be installed on the storage tank vent pipes. The pressure specifications for PV vent valves shall be: a positive pressure setting of 2.5 to 6.0 inches of water and a negative pressure setting of 6.0 to 10.0 inches of water. The total leak rate of all PV vent valves at an affected facility, including connections, shall not exceed 0.17 cubic foot per hour at a pressure of 2.0 inches of water and 0.63 cubic foot per hour at a vacuum of 4 inches of water.
☐ GDF with a monthly throughput >100,000 gallons of gasoline and or E-85, must be equipped with a dual point (no coaxial) vapor balance system for GDF or tanks constructed after November 9, 2006, and reconstructed GDF.

Vapor Recovery Equipment/Control Device Specifications
Stage II:
Transfer of gasoline and/or E85 into any gasoline vapor laden vehicular fuel tank must be made only if such operation is equipped with a vapor control system that meets the following conditions:
A vapor control system that reduces the total applicable VOC emissions into the outdoor atmosphere by no less than 95 % of the applicable VOC by volume in the air vapor mixture displaced during the transfer of gasoline; and
☐ The system prevents overfilling and spillage.
☐ The system has been California Air Resource Board (CARB) Certified and is operated in accordance with manufacturer's specifications.
Each dispensing device and its nozzle(s) at all GDFs shall be equipped with a check valve in the dispenser nozzle. The nozzle together with its vapor boot fits into the housing in which it is hung on the dispensing device; and the nozzle's vapor check valve remains in the closed position when the nozzle is properly hung on the dispensing device.
Each nozzle at all GDFs with a vacuum assist vapor control system shall be equipped with a splash guard that prevents spillage during refueling on each nozzle at the facility. The nozzle together with its vapor boot fits into the housing in which it is hung on the dispensing device; and the nozzle's vapor check valve remains in the closed position when the nozzle is properly hung on the dispensing device.
☐ Each dispensing device at a new GDF that dispenses more than one grade of gasoline shall utilize a unihose system if the GDF was constructed or reconstructed on or after June 29, 2003.
☐ Each dispenser shall be equipped with breakaways.
Fuel Throughput Limits:
Pre-Construction Permits (PCPs): PCPs are individual permits and have site specific requirements. Please check your PCP compliance plan for your facility's throughput limit.
GP-004: The current General Permit - 004 for Stage I & II at a GDF requires that annual throughput shall not exceed 6 million gallons of gasoline perconsecutive 12-month period year.

GP-004A: The General Permit - 004A allows GDFs with Stage I & II vapor controls with throughput options of 9 million gallons of gasoline per

GDFs choosing the 15 million gallons of annual throughput under pending GP-004A must have an additional vapor recovery system (i.e., hydrocarbon vapor membrane), which operates in conjunction with the Stage I & II vapor recovery systems and on-board refueling vapor recovery,

consecutive 12-month period year or 15 million gallons of gasoline per consecutive 12-month period year.

capable of reducing emissions and recovering gasoline vapors at greater than or equal to 95% recovery efficiency.

All vapor recovery equipment located at the facility must be California Air Resource Board (CARB) Certified and operate in accordance with manufacturer's specifications [N.J.A.C 7:27-16.3(e)2]. In order to comply with this requirement you must keep the following records:

- 1. You must have on site the manufacturer's specifications demonstrating vapor control compliance with gasoline transfer requirements for both Stage I and Stage II equipment. (See the previous page for required equipment specifications)
- 2. A Copy of the CARB Executive Order for each Stage II Vapor Recovery system shall be maintained on site for the life of the equipment and made available to the Department upon request. (Executive Orders can be found online at: www.arb.ca.gov/vapor/eo.htm)
- 3. Any of the following changes listed below must be recorded in either a log book or in readily accessible computer memories listing a description of the change and the date on which it occurred. These records shall be made available to the Department upon request:

Replacement of any existing gasoline tank(s),
Addition of any new gasoline tank(s),
Change of material stored

Records of these changes must be maintained on site for a minimum of 5 years.

Records of these changes must be maintained on site for a minimum of 5 years.

4. Vapor Recovery Equipment Testing must be conducted within 90 days when any of the above listed changes are conducted (see the following page for testing requirements).

Description of Equipment Change Date of Change

7

	Vapor Recovery Equipment Testing										
All Gasoline Dispensing Facilities (GDF) Shall Conduct And Pass The Following Tests: **											
Name of Test	Testing Protocol	Testing frequency									
Static Pressure Performance Test	CARB TP-201.3	at least once in every 12 month period *									
Pressure Vacuum Valve Test	CARB TP-201.E or GP-004A allows pressure vacuum valve replacement every two years***	at least once in every 12 month period *									
Dynamic Backpressure Performance Test	CARB TP-201.4	at least once in every 36 month period *									
GDFs Using Vacuum	Assist Systems Shall Conduct And Pass	An Additional Test: **									
Air to Liquid Volume Ratio Test	CARB TP-201.5	at least once in every 12 month period *									

Vapor Recovery Equipment Testing Log

All vapor recovery equipment located at the facility must be tested for compliance with California Air Resource Board (CARB) performance standards and specifications. The facility must maintain test results, which include date of the test, the time the test was conducted and the results. All records, including test results, must be maintained on site for at least three to five years (Read your Permit) and made available to the department upon request.

Name of Test	Date of Test	Time of Test	Result of Test (Pass / Fail)

Important Notes:

- * All vapor recovery equipment must be tested within 90 days of the following changes:
 - installation of Gasoline Stage II Vapor Recovery System;
 - replacement of any existing gasoline tank(s);
 - addition of any new gasoline tank(s);
 - replacement of any underground vapor return lines; or
 - change of material stored from diesel or kerosene to gasoline.

- ** Upon failure of the test the Permitee shall repair and retest any vapor control system within 14 days of failure. Upon failure of the retest the Permitee shall notify the Department in writing within 72 hours of the failure to NJDEP.
- *** Refer to your air permit for requirements.

Fueling Stations Record Keeping

Vapor and Liquid Leaks and Equipment Repair Record Keeping

Inspections: The NJDEP requires inspection of your dispensing equipment daily, such as: pumps, nozzles, bellows, hoses, breakaways, and swivels. Record the results if a leak was detected or no leak was detected. If a vapor or liquid leak is detected the leaking equipment must be taken out of service until the necessary repairs are completed. Be sure to record the results of the inspection on the calendar and describe and any remedial action taken to repair the leaks. Indicate the date repaired and equipment repaired. All records must be maintained on site for a minimum of 5 years and made available to the department upon request.

			D	aily	Va	por	&	Liqu	Jid	Lea	ık Ir	nsp	ect	ion	Log	g of	Fu	el C)isp	ens	sing	g Ed	quip	ome	nt						
		If	`a vap	or or	liqui	d leak	c is de			-				ed or N ust be			-					y rep	airs a	re con	nplete	ed.					
	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
Pumps	N	Ν	N	Ν	N	Ν	N	N	N																						
Nozzles	N	Ν	Ν	Ν	Ν	Ν	Ν	Ν	У													0									
Bellows	N	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν									V	\sim	0											
Hoses	N	Ν	Ν	Ν	Ν	У	Ν	Ν	Ν							0	6														
Breakaways	N	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν							5)0														
Swivels	N	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν																						

Equipment M	aintenance Log	
Equipment Repair Description		Date of Completed Repair
Tear on hose located on Pump 2, Replaced hose		1/6/14
Nozzle malfunction, replaced nozzle		1/9/14
	Sal	

Fuel Dispensing, Spill Basins, and Spill Containment Equipment Record Keeping

Fuel Dispensing Logs: The NJDEP requires gas stations to keep a log of the fuel dispensed on a monthly basis and to calculate how much fuel was dispensed in the last 12 months. Below is a sample of how to complete the log:

Fuel Dispensing Throughput 12 Month Total Enter the running total from last month. 12 Month Total 920,000 From Last Month Enter the fuel flow totalizer amounts Subtract Fuel Flow during this same -65,000 **Totalizer Amounts** month last year, from from January 2013 last year's records. Subtract that amount 855,000 Subtotal = Add the fuel flow total Add Fuel Flow from all pumps for the +60,000**Totalizer Amounts** current month. from January 2014 This is your 12 month 915,000 running total of the 12 Month Total = Fuel Flow Totalizers.

Spill Catchment Basin Inspection Log: The NJDEP requires that spill catchment basins be inspected before & after fuel delivery. Additionally, Stage I vapor recovery equipment must be operating properly. Use the log below to show compliance with this regulation.

Spill Basin & Stage I Inspection Log

Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage I vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.

Date of Delivery	Spill Basin Inspected	Stage I Inspected
a fine		
50		

After inspection of catchment basin, check-off the box if it is clean and clear of fuel, water or debris.

After inspection of Stage I vapor recovery equipment, check-off the box if the equipment is working properly.

Write the date of delivery. Do not accept fuel deliveries if the equipment fails your inspection.

Spill Containment Equipment Inspection Log:

The NJDEP requires spill containment equipment to be inspected every 30 days. Use the log on the right to record if any repairs are needed.

Spill Containment Equipment Inspection Log

Inspections must be conducted every 30 days to check for cracks, holes, loose fittings or any other deficiency. If a tank or piping repair is conducted a tightness test is required within 30 days.

Spill Containment Equipment	Date Inspec		Are Repairs Required?
Catchment Basin			•
Dispenser Sumps		•	•
Piping/Turbine Sumps	†		4

If there were any cracks, holes, loose fittings or any other deficiency write "Yes" in the box. If no repairs required write "No." Describe any repair down below in the Equipment Maintenance Log.

the local Fire Department; Health Department; DEP Hot Line 1recovery equipment is not working properly or if the spill 877-WARNDEP (1-877-927-6337); person responsible for the basin contains fuel, water or debris. operation of the UST facility; telephone number for any contractor **Date of Delivery** Spill Basin Stage I retained to respond to emergencies; and the procedures to be 12 Month Total Inspected Inspected From Last Month followed in the event of an emergency. Subtract Fuel Flow Spill Containment Equipment Inspection Log **Totalizer Amounts** Inspections must be conducted every 30 days to check for cracks, from January 2013 holes, loose fittings or any other deficiency. If a tank or piping repair is conducted a tightness test is required within 30 days. Subtotal = **Spill Containment** Date of Are Repairs **Equipment** Inspection Required? Add Fuel Flow **Totalizer Amounts Catchment Basin** from January 2014 **Dispenser Sumps** 12 Month Total = **Piping/Turbine Sumps** Daily Vapor & Liquid Leak Inspection Log of Fuel Dispensing Equipment Mark "N" for No Leak Detected or Mark "Y" for Yes Leak Detected If a vapor or liquid leak is detected the leaking equipment must be taken out of service until the necessary repairs are completed. 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 30 31 **Pumps Nozzles Bellows** Hoses **Breakaways Swivels Equipment Maintenance Log Equipment Repair Description Date of Completed Repair**

Spill Basin & Stage I Inspection Log

Inspections must be conducted before & after every

delivery. Fuel delivery cannot be accepted if Stage I vapor

Fuel Dispensing Throughput

12 Month Total

Reminder: Have a Release Response Plan (RRP) posted at the

facility. RRP should have Emergency telephone numbers such as:



January 2014

Reminder Community Right to Know Due March 1: For webinar training visit http://www.nj.gov/dep/opppc/crtkindex.html

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
5	6	7	8	9	10	11
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump					
12	13	14	15	16	17	18
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump					
19	20	21	22	23	24	25
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump					
26	27	28	29	30	31	Have you checked
Inspected fuel flow totalizer on each pump	Inspected & recorded monthly throughput from all fuel flow totalizers	your Spill Containment: Catchment Basin, Dispenser Sumps, Piping/Turbine Sumps				

equipment is not working properly or if the spill basin Surveys for 5 years. contains fuel, water or debris. Spill Basin Stage I Date of 12 Month Total See the CRTK Survey online example on the last 2 pages of this Inspected Inspected Delivery From Last Month calendar Subtract Fuel Flow **Totalizer Amounts** Spill Containment Equipment Inspection Log from February 2013 Inspections must be conducted every 30 days to check for cracks. holes, loose fittings or any other deficiency. If a tank or piping repair is conducted a tightness test is required within 30 days. Subtotal = Spill Containment Date of **Are Repairs Equipment** Inspection Required? Add Fuel Flow **Totalizer Amounts Catchment Basin** from February 2014 **Dispenser Sumps** 12 Month Total = **Piping/Turbine Sumps** Daily Vapor & Liquid Leak Inspection Log of Fuel Dispensing Equipment Mark "N" for No Leak Detected or Mark "Y" for Yes Leak Detected If a vapor or liquid leak is detected the leaking equipment must be taken out of service until the necessary repairs are completed. 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 **Pumps Nozzles Bellows** Hoses **Breakaways Swivels Equipment Maintenance Log Equipment Repair Description Date of Completed Repair**

Spill Basin & Stage I Inspection Log

Inspections must be conducted before & after every delivery.

Fuel delivery cannot be accepted if Stage I vapor recovery

Fuel Dispensing Throughput

12 Month Total

Reminder: Community Right to Know Survey (CRTK) must be

completed and submitted to the NJDEP, County, Municipality, Fire

Dept., and Police Dept. by March 1st. Keep a copy of your CRTK



February 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						Inspected fuel flow totalizer on each pump
2	3	4	5	6	7	8
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
9	10	11	12	13	14	15
☐ Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
16	17	18	19	20	21	22
☐ Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
23 ☐ Inspected fuel flow totalizer on each pump	24 Inspected fuel flow totalizer on each pump	25 Inspected fuel flow totalizer on each pump	26 Inspected fuel flow totalizer on each pump	27 Inspected fuel flow totalizer on each pump	28 Inspected & recorded monthly throughput from all fuel flow totalizers	Have you checked your Spill Containment: Catchment Basin, Dispenser Sumps, Piping/Turbine Sumps

Spill Basin & Stage I Inspection Log Inspections must be conducted before & after every delivery. **Fuel Dispensing Throughput** Fuel delivery cannot be accepted if Stage I vapor recovery 12 Month Total equipment is not working properly or if the spill basin contains fuel, water or debris. Spill Basin Date of Stage I 12 Month Total **Delivery** Inspected Inspected From Last Month Subtract Fuel Flow **Totalizer Amounts** from March 2013 Subtotal = Add Fuel Flow Totalizer Amounts +from March 2014 12 Month Total =

Reminder: All vapor recovery equipment located at the facility must be California Air Resource Board (CARB) Certified and operate in accordance with manufacturer's specifications. Copy of the CARB Executive Order for each Stage II Vapor Recovery system shall be maintained on site for the life of the equipment and made available to the Department upon request. The Certified document can be found at: www.arb.ca.gov/vapor/eo.htm

Spill Containment Equipment Inspection Log

Inspections must be conducted every 30 days to check for cracks, holes, loose fittings or any other deficiency. If a tank or piping repair is conducted a tightness test is required within 30 days.

Spill Containment Equipment	Date of Inspection	Are Repairs Required?
Catchment Basin		
Dispenser Sumps		
Piping/Turbine Sumps		

			D	aily	v Va	ıpo	r &	Liq	uid	Lea	ak l	nsp	ect	ion	Log	g of	f Fu	el [Disp	oen	sing	g E	quip	ome	ent						
		I	f a va	por o	r ligu	id lea	k is d													tected he ne		rv rep	airs a	re coi	mplet	ed.					
	1	2	3	4	5	6	7	8	9	10		_			15		17			20							27	28	29	30	31
Pumps																															
Nozzles																															
Bellows																															
Hoses																															
Breakaways																															
Swivels																															

Equipment Maintenance Log	
Equipment Repair Description	Date of Completed Repair



March 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Have you checked your Spill Containment: Catchment Basin, Dispenser Sumps, Piping/Turbine Sumps			Inspected fuel flow totalizer on each pump *CRTK Survey Due*
2	3	4	5	6	7	8
☐ Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
9	10	11	12	13	14	15
☐ Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
16	17	18	19	20	21	22
☐ Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
23 Inspected fuel flow totalizer on each pump	24 Inspected fuel flow totalizer on each pump	25	26	27	28	29
30☐ Inspected fuel flow totalizer on each pump	31 Inspected & recorded monthly throughput from all fuel flow totalizers	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump

Fuel Dis 12	pensi 2 Mon	ng Th ith To	nrouç otal	ghpu	t		Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage I vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris. Date of Delivery Spill Basin Stage I										nder certifi cease	groun cate w use ac	d stor vill be ction f	age ta subjector	ink sy ect to eir tan	stems the earliks. O	s and stablis	obtair shmer s and	n a vant of a opera	ilid re a deliv ators v	gistra very b who f	an or a		
12 Month To								Date o	of De	liver	У	-	Basii ected		Stag Inspe			seq. w Regist	ill be	subje	ct to s	substa	antial	fines	and p	enalt	ies. C	Call th	e	
																		8		-		8								
Subtract Fuel	_																													
Totalizer Amo		_	=				Spill Containmer																							
nom April 2	.010																lucted every 30 days to check for cracks, ny other deficiency. If a tank or piping													
Subtotal =	_															tightness test is required within 30 d														
Subiolai -	_																	Spill Containment					Date of				Are Repairs			
^ dd	lou.																Equipment						ı		ction	1			red?	
Add Fuel Fl Totalizer Amo														Catchment Basin										•				•		
from April 2	2014	+	_															Dien	nea	r Sur	nne									
							Dispenser Sumps																							
12 Month To	otal =						-											Pipir	g/Tu	rbine	Sun	nps								
			D	aily	, Va	poi	r &	Liq	uid	Lea	ak lı			on		of F	uel	Dis	oen	sin	g E	qui	pme	ent						
		I		_		•		Mar	rk "N	" for l	No Le	nsp eak De	ecti	d or M	Log Iark "Y	" for '	Yes L	Disp Leak De	tectec	l					ed.					
	1	I 2		_		•		Mar	rk "N	" for l	No Le	nsp eak De	ecticetectectectectectectectectectectectecte	d or M st be	Log Iark "Y	" for 'ut of s	Yes L ervic	eak De e until	tectec	l cessa		airs a	ire co	mplet		27	28	29	30	
Pumps	1		f a va	por o	r liqu	id leal	k is d	Mar etecte	rk "N d the	" for l	No Le	nsp eak De	ecticetectectectectectectectectectectectecte	d or M st be	Log fark "Y	" for 'ut of s	Yes L ervic	eak De e until	tectec	l cessa	ry rep	airs a	ire co	mplet		27	28	29	30	
Pumps Nozzles	1		f a va	por o	r liqu	id leal	k is d	Mar etecte	rk "N d the	" for l	No Le	nsp eak De	ecticetectectectectectectectectectectectecte	d or M st be	Log fark "Y	" for 'ut of s	Yes L ervic	eak De e until	tectec	l cessa	ry rep	airs a	ire co	mplet		27	28	29	30	
<u> </u>	1		f a va	por o	r liqu	id leal	k is d	Mar etecte	rk "N d the	" for l	No Le	nsp eak De	ecticetectectectectectectectectectectectecte	d or M st be	Log fark "Y	" for 'ut of s	Yes L ervic	eak De e until	tectec	l cessa	ry rep	airs a	ire co	mplet		27	28	29	30	
Nozzles	1		f a va	por o	r liqu	id leal	k is d	Mar etecte	rk "N d the	" for l	No Le	nsp eak De	ecticetectectectectectectectectectectectecte	d or M st be	Log fark "Y	" for 'ut of s	Yes L ervic	eak De e until	tectec	l cessa	ry rep	airs a	ire co	mplet		27	28	29	30	
Nozzles Bellows	1		f a va	por o	r liqu	id leal	k is d	Mar etecte	rk "N d the	" for l	No Le	nsp eak De	ecticetectectectectectectectectectectectecte	d or M st be	Log fark "Y	" for 'ut of s	Yes L ervic	eak De e until	tectec	l cessa	ry rep	airs a	ire co	mplet		27	28	29	30	
Nozzles Bellows Hoses	1		f a va	por o	r liqu	id leal	k is d	Mar etecte	rk "N d the	" for l	No Le	nsp eak De	ecticetectectectectectectectectectectectecte	d or M st be	Log fark "Y	" for 'ut of s	Yes L ervic	eak De e until	tectec	l cessa	ry rep	airs a	ire co	mplet		27	28	29	30	
Nozzles Bellows Hoses Breakaways	1		f a va	por o	r liqu	id leal	k is d	Mar etecte	rk "N d the	" for l	No Leng equilibrium	nsp eak Do uipme	ecticetectecent mu:	d or M st be	Log Mark "Y taken of	" for sut of s 6 17	Yes Leervic 7 11	eak De e until	tectec	l cessa	ry rep	airs a	ire co	mplet		27	28	29	30	
Nozzles Bellows Hoses Breakaways Swivels		2	f a va	4	r liqui	id leal	k is d	Mar etecte	rk "N d the	" for l	No Leng equilibrium	nsp eak Do uipme	ecticetectecent mu:	d or M st be	Log fark "Y	" for sut of s 6 17	Yes Leervic 7 11	eak De e until	tectec	l cessa	ry rep	airs a	24	mplet 25	26					
Nozzles Bellows Hoses Breakaways		2	f a va	4	r liqui	id leal	k is d	Mar etecte	rk "N d the	" for l	No Leng equilibrium	nsp eak Do uipme	ecticetectecent mu:	d or M st be	Log Mark "Y taken of	" for sut of s 6 17	Yes Leervic 7 11	eak De e until	tectec	l cessa	ry rep	airs a	24	mplet 25						
Nozzles Bellows Hoses Breakaways Swivels		2	f a va	4	r liqui	id leal	k is d	Mar etecte	rk "N d the	" for l	No Leng equilibrium	nsp eak Do uipme	ecticetectecent mu:	d or M st be	Log Mark "Y taken of	" for sut of s 6 17	Yes Leervic 7 11	eak De e until	tectec	l cessa	ry rep	airs a	24	mplet 25	26					

Spill Basin & Stage I Inspection Log
Inspections must be conducted before & after every



April 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
6	7	8	9	10	11	12
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump			
13	14	15	16	17	18	19
☐ Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
20	21	22	23	24	25	26
☐ Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
27 Inspected fuel flow totalizer on each pump	28 Inspected fuel flow totalizer on each pump	29 Inspected fuel flow totalizer on each pump	30 Inspected & recorded monthly throughput from all fuel flow totalizers	Have you checked your Spill Containment: Catchment Basin, Dispenser Sumps, Piping/Turbine Sumps		

Fuel Dis 1	pensi 2 Mor			ghpu	ıt		Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage I vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris. system use N of the Notice UST Facility.									eminder: If you plan to close an underground storage tank stem use NJDEP Online at: www.njdeponline.com for submittal the Notice of Intent to Close an UST System. Additionally, an ST Facility Certification Questionnaire must be completed and omitted to the Department within seven days of the completion of						d									
12 Month T From Last M								Date Deliv				II Ba				age I ecte			all c	losure	activ	vities.					•	of the f your		-	
0.11.15																		1	to o	erate	at yo	our fac	cility	for ar	ı insp	ection	۱.				
Subtract Fuel Totalizer Am																		ا ا -													
from May 2		-	-															-	S	pill (Con	tain	mer	nt Ed	quip	mer	it In	spe	ctio	n Lo	g
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Subtotal	=																											tank ithin 3			
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Add Fuel F																			٥١		uipm		,,,,,		-	ectio			Requ		
Totalizer Am		+	_															+	Cato	hme	nt B	asin									
from May 2	014																	1	Diam		0										
12 Month To	tal –																	_	Dish	ense	er Su	mps									
12 MOHUI TC	ılaı –																		Pipi	ng/Tı	ırbir	ie Su	mps								
	1] 2	f a va	apor o	or liqu	ıid lea	ık is d	Mar etected			ng eq	uipm	ent mi	ust be		n out	of se	rvice		the ne	cessa	ry rej	pairs a			ted.	27	28	29	30	31
Pumps																															
Nozzles																															
Bellows																															
Hoses																															
Breakaways																															
Swivels																															
	1	•	,	•	•	•					E	auinr	nent	Main	tona	nco	Log	•				•	•	,	'	•	•			•	
Equip	ment l	Repa	ir De	scrip	tion							quipi	Hent	IVIAII	ILEIIA	IIICE	Log							D	ate c	of Co	mple	ted F		ir	
-11				- 1																											
-																															



May 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Have you checked your Spill Containment: Catchment Basin, Dispenser Sumps, Piping/Turbine Sumps			Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
4	5	6	7	8	9	10
☐ Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
11	12	13	14	15	16	17
☐ Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
18	19	20	21	22	23	24
☐ Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
25 Inspected fuel flow totalizer on each pump	26 Inspected fuel flow totalizer on each pump	27 Inspected fuel flow totalizer on each pump	28 Inspected fuel flow totalizer on each pump	29 Inspected fuel flow totalizer on each pump	30 Inspected fuel flow totalizer on each pump	31 Inspected & recorded monthly throughput from all fuel flow totalizers

Fuel Disp 12	pensii 2 Mon			ghpu	ıt			spection uel del	ns mus ivery o ment is	st be c canno s not	conduct t be acworking	cted be ccepte ng pro	efore & d if St	& after age I v or if th	vapor ro ne spill	delive ecover	ry	5	confir suspec appro	med of cted r priate	or dis eleas loca	prove e. If y heal	ed wit ou co th ago	thin so onfirm ency a	even on a reland th	days o lease, ne Dep	of dis imm partm	igated cover ediate ent's	ing the	l the
12 Month To From Last Mo								Date Delive			-	ll Bas			Stag Inspe	ge I ected	i		Envir	onme	ntal A	ction	1 Hot	Line	toll fi	ree at:	•	7) W <i>A</i> (877)		- DEP 6337
Subtract Fuel Totalizer Amo																			Sp	ill C	ont	ainr	nen	t Eq	uipr	nen	t Ins	spec	tior	Log
from June 20		_	-																Insp	ection	ns mu	st be	cond	ucted	every	y 30 d	lays t	o che	ck for	crack
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Subtotal =	•																			is co	nauc	led a	ugnu	iess te	est is i	requii	ea w	unın .	ou da	ys.
Cabiotai																			Spi		ntai		nt			te of				epair
Add Fuel Flo	OW/																	_		Equ	ipme	nt		l	nspe	ectio	n	ļ l	Requ	ired?
Totalizer Amo																		(Catch	nmer	nt Ba	sin								
from June 20	014	+	-															l l												
																		Ľ	Dispe	ense	r Sur	nps								
	- I																	F	Pipin	g/Tu	rbine	Sur	nps							
12 Month Tot	.aı –																													
12 Month Tot	.aı –		D	ailv	, Va	noi	· &	Liau	ıid l	Lea	ık lı	nsp	ecti	ion		ı of	Fu	el C	Disr)en:	sino	n F	aui	pme	ent					
12 Month Tot	.ai –	I 2				•		Liqu Marl etected	k "N"	for 1	No Le	nsp eak De	etecte ent mu	d or N	Log	of out o	or Ye	s Lea	k Det ıntil t	ected he ne	l cessa:		-	re co			27	28	29	30
			f a va	por o	r liqu	id lea		Marl etected	k "N" d the l	for I	No Le	nsp eak De	etecte ent mu	d or N ust be	Log	of out o	or Ye	s Lea	k Det ıntil t	ected he ne	l cessa:	ry rep	airs a	re co	mplet	ted.	27	28	29	30
Pumps			f a va	por o	r liqu	id lea		Marl etected	k "N" d the l	for I	No Le	nsp eak De	etecte ent mu	d or N ust be	Log	of out o	or Ye	s Lea	k Det ıntil t	ected he ne	l cessa:	ry rep	airs a	re co	mplet	ted.	27	28	29	30
Pumps Nozzles			f a va	por o	r liqu	id lea		Marl etected	k "N" d the l	for I	No Le	nsp eak De	etecte ent mu	d or N ust be	Log	of out o	or Ye	s Lea	k Det ıntil t	ected he ne	l cessa:	ry rep	airs a	re co	mplet	ted.	27	28	29	30
Pumps Nozzles Bellows			f a va	por o	r liqu	id lea		Marl etected	k "N" d the l	for I	No Le	nsp eak De	etecte ent mu	d or N ust be	Log	of out o	or Ye	s Lea	k Det ıntil t	ected he ne	l cessa:	ry rep	airs a	re co	mplet	ted.	27	28	29	30
Pumps Nozzles Bellows Hoses			f a va	por o	r liqu	id lea		Marl etected	k "N" d the l	for I	No Le	nsp eak De	etecte ent mu	d or N ust be	Log	of out o	or Ye	s Lea	k Det ıntil t	ected he ne	l cessa:	ry rep	airs a	re co	mplet	ted.	27	28	29	30
Pumps Nozzles Bellows Hoses Breakaways Swivels	1	2	f a va	100 o 4	r liqui	id lea		Marl etected	k "N" d the l	for I	No Leng equal 11	nsp eak De uipme 12	etecte ent mu 13	d or Nast be	Log	y of Y" for out o	or Ye of ser 17	s Lea	k Det ıntil t	ected he ne	l cessa:	ry rep	airs a	24	mplet 25	zed. 26				
Pumps Nozzles Bellows Hoses Breakaways	1	2	f a va	100 o 4	r liqui	id lea		Marl etected	k "N" d the l	for I	No Leng equal 11	nsp eak De uipme 12	etecte ent mu 13	d or Nast be	Log Mark "taken 15	y of Y" for out o	or Ye of ser 17	s Lea	k Det ıntil t	ected he ne	l cessa:	ry rep	airs a	24	mplet 25	zed. 26		28		
Pumps Nozzles Bellows Hoses Breakaways Swivels	1	2	f a va	100 o 4	r liqui	id lea		Marl etected	k "N" d the l	for I	No Leng equal 11	nsp eak De uipme 12	etecte ent mu 13	d or Nast be	Log Mark "taken 15	y of Y" for out o	or Ye of ser 17	s Lea	k Det ıntil t	ected he ne	l cessa:	ry rep	airs a	24	mplet 25	zed. 26				



June 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
☐ Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
8	9	10	11	12	13	14
☐ Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
15	16	17	18	19	20	21
☐ Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
22	23	24	25	26	27	28
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
29 Inspected fuel flow totalizer on each pump	30 Inspected & recorded monthly throughput from all fuel flow totalizers					

Fuel Dis _l 12	pensii 2 Mon			ghpu	t			Insp elivery	ection . Fue ry equ	ns mus I deliv ipmen	t be covery ca t is no	onduct annot l ot worl	I Inspeted before acceptions with the second	ore & pted is operly	after e f Stage or if t	very e I vap			remed	liatior ssiona	n part ıl (LS	ies ar RP) a	e requand to	uired then	to hir	menta re a lice eed w	ense	d site	reme	liatio	1
12 Month To From Last Mo							С	Date o	of De	liver	У	•	Basi ected		Sta Insp	age I ecte			For a	ditio	nal in	form	ation	visit	http://	www.	.nj.go	ov/dep	srp/s	rra/ls	<u>rp/</u>
Subtract Fuel Totalizer Amo																															
from July 20		_	_																							nent					
																										730 d ficien					
Subtotal =	=															<u> </u>										is rec					,
																			Sni	II Co	ntaiı	mor	nt		Dat	e of		Λ	ro Ro	pair	
Add Fuel Fl	ow																		Opi	Equi				ı		ection	1			red?	
Totalizer Amo																			Catch	men	t Ba	sin							-		
from July 20	014	+																													
40.14																			Dispe	enser	Sur	nps									
12 Month Tot	tal =																		Pipin	a/Tui	rbine	Sur	nps								
12 1001141 101			D	aily	, Va	apo	r &	Liqu	uid	Lea	ak I		ecti	on		of	Fu							pme	ent						
12 11101111 101						•		Mar	'k "N'	" for l	No Lo	nsp eak D	ecti	d or N	Log	y of 'Y" fo	or Ye	el [Disp	Den s	sin	g E	qui			1					
	1		f a va		r liqu	id lea		Mar etecte	k "N' d the	" for l	No Lo	nsp eak D uipme	etected	d or N st be	Log Mark " taken	of out o	or Ye	es Lea	Disp ak Det until t	ected	sin	д Е (qui _l	ire co	mple		27	28	29	30	31
	1	I 2		por o		•	k is d	Mar	'k "N'	" for l	No Lo	nsp eak D uipme	etected	d or N	Log Mark " taken	y of 'Y" fo	or Ye	es Lea	Disp ak Det until t	Den s	sin	g E	qui _l	ire co	mple		27	28	29	30	31
Pumps Nozzles	1		f a va	por o	r liqu	id lea	k is d	Mar etecte	k "N' d the	" for l	No Lo	nsp eak D uipme	etected	d or N st be	Log Mark " taken	of out o	or Ye	es Lea	Disp ak Det until t	ected	sin	д Е (qui _l	ire co	mple		27	28	29	30	31
Pumps	1		f a va	por o	r liqu	id lea	k is d	Mar etecte	k "N' d the	" for l	No Lo	nsp eak D uipme	etected	d or N st be	Log Mark " taken	of out o	or Ye	es Lea	Disp ak Det until t	ected	sin	д Е (qui _l	ire co	mple		27	28	29	30	31
Pumps Nozzles	1		f a va	por o	r liqu	id lea	k is d	Mar etecte	k "N' d the	" for l	No Lo	nsp eak D uipme	etected	d or N st be	Log Mark " taken	of out o	or Ye	es Lea	Disp ak Det until t	ected	sin	д Е (qui _l	ire co	mple		27	28	29	30	31
Pumps Nozzles Bellows	1		f a va	por o	r liqu	id lea	k is d	Mar etecte	k "N' d the	" for l	No Lo	nsp eak D uipme	etected	d or N st be	Log Mark " taken	of out o	or Ye	es Lea	Disp ak Det until t	ected	sin	д Е (qui _l	ire co	mple		27	28	29	30	31
Pumps Nozzles Bellows Hoses	1		f a va	por o	r liqu	id lea	k is d	Mar etecte	k "N' d the	" for l	No Lo	nsp eak D uipme	etected	d or N st be	Log Mark " taken	of out o	or Ye	es Lea	Disp ak Det until t	ected	sin	д Е (qui _l	ire co	mple		27	28	29	30	31
Pumps Nozzles Bellows Hoses Breakaways	1		f a va	por o	r liqu	id lea	k is d	Mar etecte	k "N' d the	" for l	No Long eq	nsp eak D uipmo	etected ent mu	d or Nast be	Log Mark "taken 15	y of 'Y'' fo out o	or Ye f ser 17	es Lea	Disp ak Det until t	ected	sin	д Е (qui _l	ire co	mple		27	28	29	30	31
Pumps Nozzles Bellows Hoses Breakaways		2	f a va	4	r liqu	id lea	k is d	Mar etecte	k "N' d the	" for l	No Long eq	nsp eak D uipmo	etected	d or Nast be	Log Mark "taken 15	y of 'Y'' fo out o	or Ye f ser 17	es Lea	Disp ak Det until t	ected	sin	д Е (qui _l	24	mplet 25						31
Pumps Nozzles Bellows Hoses Breakaways Swivels		2	f a va	4	r liqu	id lea	k is d	Mar etecte	k "N' d the	" for l	No Long eq	nsp eak D uipmo	etected ent mu	d or Nast be	Log Mark "taken 15	y of 'Y'' fo out o	or Ye f ser 17	es Lea	Disp ak Det until t	ected	sin	д Е (qui _l	24	mplet 25	26					31



July 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
6	7	8	9	10	11	12
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump			
13	14	15	16	17	18	19
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump			
20	21	22	23	24	25	26
Inspected fuel flow totalizer on each pump	☐ Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump			
27 Inspected fuel flow totalizer on each pump	28 Inspected fuel flow totalizer on each pump	29 Inspected fuel flow totalizer on each pump	30 ☐ Inspected fuel flow totalizer on each pump	$\begin{array}{c} 31 \square \text{ Inspected \& } \\ \text{recorded monthly} \\ \text{throughput from all fuel} \\ \text{flow totalizers} \end{array}$	Have you checked your Spill Containment: Catchment Basin, Dispenser Sumps, Piping/Turbine Sumps	

Fuel Dispensing Throughput delivery. Fuel delivery cannot be accepted if Stage I vapor close the underground storage tank at least 14 calendar days prior to 12 Month Total recovery equipment is not working properly or if the spill the anticipated closure date by logging on to the NJDEP Online basin contains fuel, water or debris. service via either the myNewJersey Portal at www.nj.gov or directly **Date of Delivery** Spill Basin Stage I from www.njdeponline.com, selecting the *Underground Storage* 12 Month Total Inspected Inspected Tank Notice Of Intent To Close in the Service Selection section of From Last Month the My Workspace screen, then completing and submitting the form. Subtract Fuel Flow **Totalizer Amounts** from August 2013 **Spill Containment Equipment Inspection Log** Inspections must be conducted every 30 days to check for cracks. holes, loose fittings or any other deficiency. If a tank or piping repair Subtotal = is conducted a tightness test is required within 30 days. Spill Containment Date of Are Repairs Add Fuel Flow **Equipment** Inspection **Totalizer Amounts Catchment Basin** from August 2014 **Dispenser Sumps** 12 Month Total = **Piping/Turbine Sumps** Daily Vapor & Liquid Leak Inspection Log of Fuel Dispensing Equipment Mark "N" for No Leak Detected or Mark "Y" for Yes Leak Detected If a vapor or liquid leak is detected the leaking equipment must be taken out of service until the necessary repairs are completed. 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 5 2 28 8 9 **Pumps Nozzles Bellows** Hoses **Breakaways** Swivels **Equipment Maintenance Log Equipment Repair Description Date of Completed Repair**

Spill Basin & Stage I Inspection Log

Inspections must be conducted before & after every

Reminder: The NJDEP is required to be notified of the intent to

Required?

30

31



August 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Have you checked your Spill Containment: Catchment Basin,			1	2
		Dispenser Sumps, Piping/Turbine Sumps			Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
3	4	5	6	7	8	9
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
10	11	12	13	14	15	16
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
17	18	19	20	21	22	23
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
24☐ Inspected fuel flow totalizer on each pump	25	26	27	28	29	30
31 Inspected & recorded monthly throughput from all fuel flow totalizers	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump

delivery. Fuel delivery cannot be accepted if Stage I vapor 12 Month Total may need to apply for a new GP or PCP if there were any recovery equipment is not working properly or if the spill modifications to your system. Tank registration should be basin contains fuel, water or debris. accurate and up-to-date. Renew you underground storage tank Date of Delivery Spill Basin Stage I (UST) registration every 3 years. For Tank Registration and 12 Month Total Inspected Inspected Billing Unit call (609) 292-2817 or (609) 292-2827 From Last Month Subtract Fuel Flow Totalizer Amounts from Spill Containment Equipment Inspection Log September 2013 Inspections must be conducted every 30 days to check for cracks, holes, loose fittings or any other deficiency. If a tank or piping repair is conducted a tightness test is required within 30 days. Subtotal = **Spill Containment** Date of Are Repairs Equipment Inspection Required? Add Fuel Flow **Totalizer Amounts from Catchment Basin** +September 2014 **Dispenser Sumps** 12 Month Total = **Piping/Turbine Sumps** Daily Vapor & Liquid Leak Inspection Log of Fuel Dispensing Equipment Mark "N" for No Leak Detected or Mark "Y" for Yes Leak Detected If a vapor or liquid leak is detected the leaking equipment must be taken out of service until the necessary repairs are completed. 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 2 9 28 29 30 8 **Pumps Nozzles Bellows** Hoses **Breakaways Swivels Equipment Maintenance Log Equipment Repair Description Date of Completed Repair**

Spill Basin & Stage I Inspection Log

Inspections must be conducted before & after every

Fuel Dispensing Throughput

Reminder: Be sure to renew your General Permit (GP) or

Preconstruction Permit (PCP) every five years. Also, a facility



September 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
7	8	9	10	11	12	13
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
14	15	16	17	18	19	20
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
21	22	23	24	25	26	27
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
28 Inspected fuel flow totalizer on each pump	29 Inspected fuel flow totalizer on each pump	30 Inspected & recorded monthly throughput from all fuel flow totalizers	Have you checked your Spill Containment: Catchment Basin, Dispenser Sumps, Piping/Turbine Sumps			

Fuel Disp 12	oensi 2 Mon			ghpu	t				ections Fuel y equi	s must deliv pmen	t be co ery ca t is no	onduct annot b ot worl		fore & epted if roperly	after of Stag	every se I va			spill o Be su	catchi ire tha	nent l	oasin have	conta	ins proof the	corre	ict del t, wat	er or o	debris	s. metho	ds in	
12 Month To From Last Mo							С	ate c	f De	liver	у	•	Bas ecte			age l			place p3), c					: Non-	-meta	l tank	/pıpır	ıg, Ga	llvanı	c (ST	Į-
																		L													
Subtract Fuel Totalizer Amo																			6 -	.:II C	ont	oinn	noni	+ E~	uinr	nent	· Inc	naa	tion	1 00	
from October		_	•																							7 30 d					
																			hol	les, lo	ose fi	ttings	s or ar	ny oth	er de	ficien	cy. I	f a tar	ık or p	oiping	
Subtotal =	=																		re	pair is	conc	lucted	d a tig	ghtnes	s test	is rec	luired	with	in 30	days.	
<u> </u>																			Sp	ill Co	ntai	nmer	nt		Dat	e of		Α	re Re	pair	S
Add Fuel Flo	ow																		•		ipme			I	nspe	ection	า		Requi		
Totalizer Amo		+	_								\perp								Catcl	hmer	ıt Ba	sin									
from October	2014																	<u> </u>			. 0										
40 March T 4																		Ľ	Dispe	ense	r Sur	nps									
12 Month Tot	aı =										-								Pipin	g/Tu	rbine	Sur	nps								
			f a va	por o	r liqui	id lea	k is d	etecte	k "N"	' for l leakir	No Le ng eq	- eak D uipme	etecte ent m	d or I	Mark taker	"Y" f 1 out	or Ye	es Lea	- ak De until t	tected the ne	l cessa	ry rep	oairs a	are co	mple	ted.					
	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
Pumps																															
Nozzles																															
Bellows																															
1													1																		
Hoses																															
Hoses Breakaways																															
Breakaways											Fr	nuinr	nent	Main	ıtena	nce	00														
Breakaways	nent F	Repai	r Des	scrip	tion						Ec	quipr	nent	Main	tena	nce	_og							D	ate o	of Cor	mple	ted F	Repai	ir	
Breakaways Swivels	nent F	Repai	r Des	scrip	tion						Ec	quipr	nent	Main	tena	nce	_og							D	ate o	of Cor	mple	ted F	Repai	ir	



October 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 ☐ Inspected fuel flow	2 Inspected fuel flow	3 ☐ Inspected fuel flow	Inspected fuel flow
			totalizer on each pump	totalizer on each pump	totalizer on each pump	totalizer on each pump
5	6	7	8	9	10	11
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
12	13	14	15	16	17	18
☐ Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
19	20	21	22	23	24	25
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	☐ Inspected fuel flow totalizer on each pump	☐ Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
26 ☐ Inspected fuel flow totalizer on each pump	27 Inspected fuel flow totalizer on each pump	28 Inspected fuel flow totalizer on each pump	29 Inspected fuel flow totalizer on each pump	30 Inspected fuel flow totalizer on each pump	31 Inspected & recorded monthly throughput from all fuel flow totalizers	Have you checked your Spill Containment: Catchment Basin, Dispenser Sumps, Piping/Turbine Sumps

	ensin Mont			jhpu	t				ection . Fue y equ	s mus l deliv ipmen	t be co ery ca t is no	onduct annot l ot worl		ore & epted in operly	after if Stag y or if	every se I va			equip 1. 2.	ment. Sta Pre	itic Pi essure	essur Vacu	e Peri	forma /alve	nce T Test	Dyna	•	esting	for y	our
12 Month Tota From Last Mon							C	ate c	of De	liver	У	•	Bas ecte			age l			3. 4.	Aiı				rman ne Rat		est est (V	acuu	m ass	ist sy	stems
Subtract Fuel Fl	-																		_	^				_						
Totalizer Amour from November 2		_																								nent 7 30 da				
Tom November 2																										ficien				
Subtotal -	Subtotal =																									is req				
Subtotal =																														
Add Fuel Flow	.,					\dashv													Spi		ipme	nmer ent	IL	li		e of ection	,		re Re Requi	
Totalizer Amour																			Catch						ПОРС	, o t. o .	•		.oqu.	
from November 2		+																	atcr	ımer	it Ba	sın								
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12 Month Total	I =																	-												
																		F	Pipin	g/Tu	rbine	Sun	nps							
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Pumps																														
Nozzles																														
Bellows																														
Hoses																														
Breakaways					1	1																								
Breakaways Swivels																														
-											F-	,,,,i,,,,,,	nont	Mair	tone	nec														
Swivels	ent R	enai	r Des	scrin	tion						Ec	quipr	nent	Main	itena	nce	Log							Da	ate o	of Cou	mple	ted F	?enai	r
-	ent R	epai	r Des	scrip	tion						Ec	quipr	ment	Main	itena	nce	Log							Da	ate o	of Co	nple	ted F	Repai	r



November 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Have you checked your Spill Containment: Catchment Basin, Dispenser Sumps, Piping/Turbine Sumps		Inspected fuel flow totalizer on each pump
2	3	4	5	6	7	8
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
9	10	11	12	13	14	15
☐ Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
16	17	18	19	20	21	22
☐ Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
23 Inspected fuel flow totalizer on each pump	24	25	26	27	28	29
30□ Inspected & recorded monthly throughput from all fuel flow totalizers	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump			

Fuel Dis 1	spensi 12 Mor			ıghpı	ut			delive	spections ry. Furery eq	ons mu uel deli juipme	ist be divery contribution	conduction annot of wor	ted bef	fore & epted roperl	the after of the a	very e I vapo		and del	d debi	ris. (Check	at le	east of	nce a	mont	ept cle th or c	check	befor	re and	after	r a
12 Month T From Last M								Date	of D	elive	ry	•	l Basi pecte			ige I ected	i	eve		ree y	ears.	If yo	u háv			ssed c					,
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Subtract Fue																								_					4.1		
Totalizer Amou December 2		m																								nent 7 30 da					
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Subtotal	_																									is req					
Subtotal	-																		Spill	Cor	ıtain	men	t		Date	e of		Δ	re R	nair	_
Add Fuel F	Elow.						┪┕													Equi				lı		ction	1		Requ		
Totalizer Amou		m																Ca	atchr	nent	Bas	in							_		
December 2			+																												
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40 14	otal =																	D:		/T	-!	٥									
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12 Month 10	otal –		D	aily	v Va	аро	_ ∟ r &					-	ecti		Log	of F			-		ing	ΙEα	quip	ome	ent						
	1	I:				•		Ma	ırk "N	l" for	No Le	eak De	ecti etected	d or N	Log	of F	Yes servi	Leak	Dete	cted e nec	essar			re coi			27	28	29	30	3
			f a va	por oi	r liqui	id lea	ık is d	Ma letect	rk "N ed the	l" for leaki	No Le	eak De uipme	ecti etected	d or N st be	Log	of F	Yes servi	Leak	Dete	cted e nec	essar	y rep	airs a	re coi	mplet		27	28	29	30	
Pumps			f a va	por oi	r liqui	id lea	ık is d	Ma letect	rk "N ed the	l" for leaki	No Le	eak De uipme	ecti etected	d or N st be	Log	of F	Yes servi	Leak	Dete	cted e nec	essar	y rep	airs a	re coi	mplet		27	28	29	30	
Pumps Nozzles			f a va	por oi	r liqui	id lea	ık is d	Ma letect	rk "N ed the	l" for leaki	No Le	eak De uipme	ecti etected	d or N st be	Log	of F	Yes servi	Leak	Dete	cted e nec	essar	y rep	airs a	re coi	mplet		27	28	29	30	3
Pumps Nozzles Bellows			f a va	por oi	r liqui	id lea	ık is d	Ma letect	rk "N ed the	l" for leaki	No Le	eak De uipme	ecti etected	d or N st be	Log	of F	Yes servi	Leak	Dete	cted e nec	essar	y rep	airs a	re coi	mplet		27	28	29	30	3
Pumps Nozzles Bellows Hoses Breakaways			f a va	por oi	r liqui	id lea	ık is d	Ma letect	rk "N ed the	l" for leaki	No Le	eak De uipme	ecti etected	d or N st be	Log	of F	Yes servi	Leak	Dete	cted e nec	essar	y rep	airs a	re coi	mplet		27	28	29	30	3
Pumps Nozzles Bellows Hoses			f a va	por oi	r liqui	id lea	ık is d	Ma letect	rk "N ed the	l" for leaki	No Le	eak De uipme	ecti etected	d or N st be	Log	of F	Yes servi	Leak	Dete	cted e nec	essar	y rep	airs a	re coi	mplet		27	28	29	30	
Pumps Nozzies Bellows Hoses Breakaways			f a va	por oi	r liqui	id lea	ık is d	Ma letect	rk "N ed the	l" for leaki	No Leng eq	eak Deuipme	etectedent mu 13	d or N st be 14	Log Mark "taken 15	of F Y" for out of : 16 1	Yes servi 17	Leak	Dete	cted e nec	essar	y rep	airs a	re coi	mplet		27	28	29	30	
Pumps Nozzles Bellows Hoses Breakaways Swivels	1	2	f a va	por oi	f liqui	id lea	ık is d	Ma letect	rk "N ed the	l" for leaki	No Leng eq	eak Deuipme	etectedent mu 13	d or N st be 14	Log	of F Y" for out of : 16 1	Yes servi 17	Leak	Dete	cted e nec	essar	y rep	airs a	24	mplet 25	26					3
Pumps Nozzles Bellows Hoses Breakaways	1	2	f a va	por oi	f liqui	id lea	ık is d	Ma letect	rk "N ed the	l" for leaki	No Leng eq	eak Deuipme	etectedent mu 13	d or N st be 14	Log Mark "taken 15	of F Y" for out of : 16 1	Yes servi 17	Leak	Dete	cted e nec	essar	y rep	airs a	24	mplet 25						3
Pumps Nozzles Bellows Hoses Breakaways Swivels	1	2	f a va	por oi	f liqui	id lea	ık is d	Ma letect	rk "N ed the	l" for leaki	No Leng eq	eak Deuipme	etectedent mu 13	d or N st be 14	Log Mark "taken 15	of F Y" for out of : 16 1	Yes servi 17	Leak	Dete	cted e nec	essar	y rep	airs a	24	mplet 25	26					
Pumps Nozzles Bellows Hoses Breakaways Swivels	1	2	f a va	por oi	f liqui	id lea	ık is d	Ma letect	rk "N ed the	l" for leaki	No Leng eq	eak Deuipme	etectedent mu 13	d or N st be 14	Log Mark "taken 15	of F Y" for out of : 16 1	Yes servi 17	Leak	Dete	cted e nec	essar	y rep	airs a	24	mplet 25	26					



December 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
7	8	9	10	11	12	13
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
14	15	16	17	18	19	20
☐ Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
21	22	23	24	25	26	27
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
28 Inspected fuel flow totalizer on each pump	29 Inspected fuel flow totalizer on each pump	30 ☐ Inspected fuel flow totalizer on each pump	31 Inspected & recorded monthly throughput from all fuel flow totalizers	Have you checked your Spill Containment: Catchment Basin, Dispenser Sumps, Piping/Turbine Sumps		

Fuel Disp 12	Fuel Dispensing Throughput 12 Month Total						Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage I vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris. Date of Delivery Spill Basin Stage I											facility. RRF the local Fire 877-WARNI operation of					
12 Month To From Last Mo								Date (of De	liver	У		ecte			age pecte		r	perati etaine ollow	d to 1	es		
Subtract Fuel F	-																		C	:11 0			
Totalizer Amou			_																	ill C ection			
																				es, lo			
Subtotal =																			rep	oair is			
Gubtotai –																			Spi	II Co	n		
Add Fuel Flo	NA/																			Equ			
	otalizer Amounts																Catch	mer	nt				
from January 2	2015	+	-																				
																		[Dispe	ense	r S		
12 Month Tota	al =											Piping/Turk											
	1	I 2	D (f a va			•		Mai	rk "N	" for I	No Le	eak D	etecte	ed or 1	Mark	"Y" f	for Ye	es Lea	Disp ak Det antil til 19	ected	l		
Pumps				-																			
Nozzles																							
Bellows																							
Hoses																							
Breakaways																							
Swivels																							

Reminder: Have a Release Response Plan (RRP) posted at the should have Emergency telephone numbers such as: Department; Health Department; DEP Hot Line 1-DEP (1-877-927-6337); person responsible for the the UST facility; telephone number for any contractor spond to emergencies; and the procedures to be ne event of an emergency.

ontainment Equipment Inspection Log s must be conducted every 30 days to check for cracks,

se fittings or any other deficiency. If a tank or piping conducted a tightness test is required within 30 days.

Spill Containment Equipment	Date of Inspection	Are Repairs Required?
Catchment Basin		
Dispenser Sumps		
Piping/Turbine Sumps		

			D	aily	/ Va	ıpo	r &	Liq	uid	Lea	ak I	nsp	ect	ion	Log	g of	f Fu	el [Disp	oen	sing	g E	quip	ome	ent						
Mark "N" for No Leak Detected or Mark "Y" for Yes Leak Detected If a vapor or liquid leak is detected the leaking equipment must be taken out of service until the necessary repairs are completed.																															
	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
Pumps																															
Nozzles																															
Bellows																															
Hoses																															
Breakaways																															
Swivels																															

Spill Basin & Stage I Inspection Log

Equipment Maintenance Log	
Equipment Repair Description	Date of Completed Repair



January 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Have you checked your Spill Containment: Catchment Basin, Dispenser Sumps, Piping/Turbine Sumps			Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
4	5	6	7	8	9	10
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
11	12	13	14	15	16	17
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
18	19	20	21	22	23	24
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump
25	26	27	28	29	30	$31 \square$ Inspected &
Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	Inspected fuel flow totalizer on each pump	recorded monthly throughput from all fuel flow totalizers

Environmental Contact Information

NJ Department of State Small Business Ombudsman

Business Action Center at (800) 643-6090 http://www.nj.gov/njbusiness/bac/index.shtml

NJ Department of Environmental Protection Small Business Environmental Assistance Program

Sustainability and Green Energy (609) 292-8601 or (877) 753-1151 (NJ State Only) www.nj.gov/dep/sage

NJ Air Permits for Gasoline Station Equipment

Bureau of Air Permits (609) 292-6716 or (800) 441-0065 (NJ State Only) www.state.nj.us/dep/aqpp

Community Right to Know

Bureau of Pollution Prevention & Right to Know (609) 292-6714 www.nj.gov/dep/opppc

Hazardous Waste

EPA RCRA ID: (212) 637-4106 www.nj.gov/dep/dshw/hwr/index.htm

Underground Storage Tanks

Bureau of Underground Storage Tanks (609) 292-8761 www.nj.gov/dep/srp/bust/bust.htm

UST Registration and Billing Unit (609) 292-2817 (609) 292-2827 http://www.nj.gov/dep/srp/forms/ust/ust021b.pdf

> UST Contractor Certification (609) 777-1013 http://www.nj.gov/dep/exams/ust.htm

UST Compliance and Enforcement

Northern New Jersey 609-851-7989 Southern New Jersey 609-221-3996 www.nj.gov/dep/enforcement

Wastewater

Contact your local sewer authority.
Septic systems contact your local health department or
NJDEP at (609) 292-0407

www.nj.gov/dep/dwq

Internet Resources												
State & Federal Guidar	ce Documents Links											
□ UST Substantial Modifie □ UST-021 Form - Financ □ UST Facility Certificatio USEPA-Office of Underground	ents can be found at - http://www.ation Permit application form al Responsibility for Regulated n Questionnaire (UST-021) Storage Tanks (OUST) - http	ww.nj.gov/dep/srp/forms/ust/index.html#ust021 Underground Storage Tanks (USTs) Certifications p://www.epa.gov/swerust1/										
OUST Publications - wv California Air Resource Board	w.epa.gov/swerust1/pubs/index (CARB) – www.arb.ca.gov/vap											
Professional And Trade	Association Links											
Fiberglass Tank and Piper Fuel Merchants Associated NACE International - The National Fire Protection	ting and Materials (ASTM): E Institute (FTPI): ion of New Jersey: e Corrosion Society: Association (NFPA): Store-Automotive Association stitute (PEI): ontractors Association):	www.api.org www.astm.org/index.html www.fiberglasstankandpipe.com www.fmanj.org www.nace.org www.nfpa.org www.njgca.org www.peca.org www.peca.net/aboutpeca.htm www.steeltank.com www.ul.com										

Community Right to Know Surveys Go Electronic

The New Jersey Department of Environmental Protection (NJDEP), Community Right to Know (CRTK) program has instituted Mandatory Electronic Submittal of CRTK Surveys. (CRTK Surveys are due March 1 of every year). Therefore, you will no longer be receiving a paper copy of the Survey to complete.

STEP 1: Requesting Access (New Users – are users who do not already have a NJDEP Online account or ID)

- 1. Go to http://www.njdeponline.com and select the button labeled "NEW USERS Request Access to NJDEP Online for Registered Services." This will open a new screen entitled "Request Access to NJDEP Online."
- 2. Fill in all fields.
- 3. Click on the "Request" button.

STEP 2: Link Your NJDEP Online Services to Your myNewJersey Account

Fill out Section B with your desired 'Log On ID,' 'Password,' 'Security Question,' and 'Security Answer' and click "Create this new myNewJersey Account and Link NJDEP Online To It." (Remember to write down this information!)

STEP 3: Use NJDEP Online

- 1. Enter your contact information. Click on Add Contact Number and add at least one contact number and click "Continue."
- 2. The next screen is the "Request your Certification PIN." You do not need a Certification PIN to complete the Right to Know Survey. Click on "Complete Setup."
- 3. Select "Community Right to Survey" from the My Services screen and click "Ok."
- 4. To add your facility, click on "Add Facility" and in the box next to "Facility ID" enter your 11 digit Facility ID and click "Search." Once your facility appears click inside the small box then click on "Add Selected Facility."

STEP 4: Accessing the Community Right to Know Survey

- 1. Make sure you are on the "My Workspace page."
- 2. Under "Service Selection" click on "Community Right to Know Survey"
- 3. The Facility Selection will appear. Click on the "Yellow paper icon" located on the right-hand side under "Access Facility."
- 4. Click "Continue"
- 5. Then go through the Five steps to submit your survey.

You are now ready to complete and submit your Community Right to Know Survey for the 2013 reporting year. The Community Right to Know submittal function for Reporting Year 2013 will be available the first week of January 2014.

Note: After completing these steps, you will be able to access NJDEP Online by visiting http://www.njdeponline.com and clicking "Log in to NJDEP Online" within the blue box at the top right of the screen. If you need further assistance, please contact us at the link labeled 'Address your comments and suggestions to us' located at the bottom of http://www.njdeponline.com.

Information or assistance is available by calling (609) 292-6714 or (609) 777-0518 from 8:00a.m.-5:00p.m. You can also visit our website at http://www.nj.gov/dep/opppc/.

The following pages are online examples of the "Company Information" screen and the "Submittal List" screen:



EXample:

Go to Facility List

COMPANY INFO SUBSTANCE LIST VERIFY DATA SUBMIT SURVEY

Facility Phone

Name

Union Name/Local #

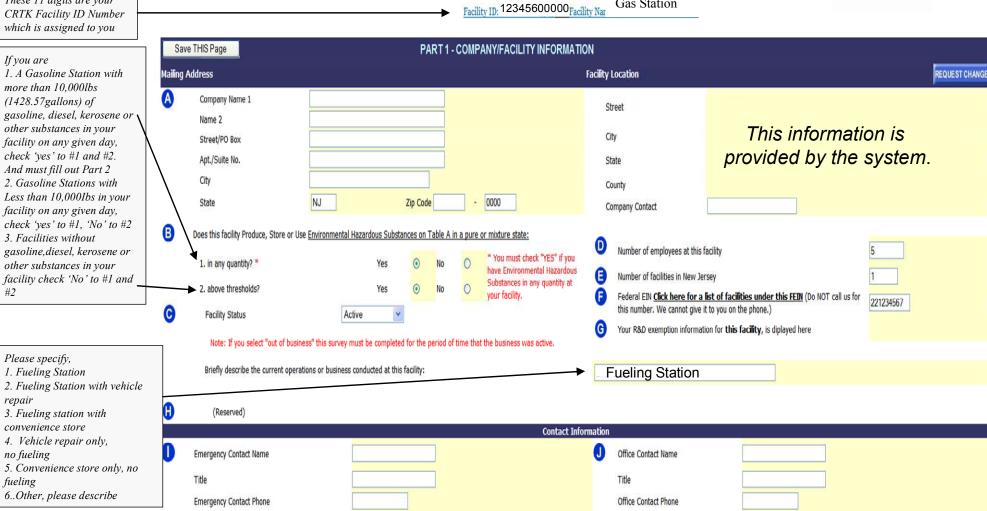


Gas Station



These 11 digits are your CRTK Facility ID Number which is assigned to you

#2



Save THIS Page

Union Representative

e-mail Address

email

Phone



COMMUNITY RIGHT TO KNOW SURVEY IT'S THE LAW!





COMPANY INFO SUBSTANCE LIST VERIFY DATA SUBMIT SURVEY



Facility ID: _Facility Name:

Add Substance by Name CAS#	PART 2- CHEMI	CAL INVENTORY REPO	ORT			Validate Chemical Save to File Delete Substance						
X GASOLINE X PROPANE	Substa	nce Description			ards that apply)	Inventory Information						
7	<u>Substance</u> Name	GASOLINE										
Be sure to add other substances such as kerosene, motor oil, diesel used petroleum oil, propane and lead batteries to the	Substance Number	0957	<u>Fire</u>	V	Container Type	TB - Below grou	nd tank	V				
list. The threshold for propane and lead is 500lbs. The threshold for gasoline is 10,000Lbs (1428.28 gallons) in the facility on any given time.	CAS Number	8006-61-9	Sudden Release of Pressure		Container Description	Must complete if 'Other	' selected above					
	DOT Number	1203	<u>Reactive</u>		Inventory (lbs) Go to gallon & cubic feet conversion help	Max. Daily		lbs to 499,999 lbs os to 99,999 lbs	>			
Please note: There are new reporting range codes	check one	Pure O Mixture O	Acute Health Effects	V	<u>Days on Site</u>	365						
Reminder: Gasoline Inventory Range Codes (on any given day) If you have more than 25,000Lbs (3571.42 gallons) and less than 49,999Lbs (7,141.26 gallons) of	check one	Solid O Liquid • Gas O	Chronic Health Effects		<u>Storage</u> <u>Pressure</u>	01 - Ambient Pre	ssure	V				
Gasoline, use <u>Range Code 17</u> If you have more than 49,999Lbs	EPCRA Only		None per MSDS		<u>Storage</u> <u>Temperature</u>	04 - Ambient Ter	mperature		٧			
(7,141.26 gallons) and less than 100,000lbs (14,285.57 gallons) of Gasoline, use Range Code 18	Location(s)	In underground storag										
If you have more than than 100,000 lbs (14,285.57 gallons) and less than 499,999 (71,413.85) use Range Code 19				V:	alidate Chemica	al Save	e to File	Delete Substar	ice			