

This is an unofficial list of items that NYSDEC recommends retail service station owners/operators follow. Depending upon equipment, some items may not apply. All rules found in the 6 NYCRR Parts 230, 612, 613 and 614 DEC Regulation are subject to inspection and enforcement.

DAILY RESPONSIBILITIES

- ☒ Check fill port spill buckets for product and/or water and remove immediately if found.
- ☒ Check fill port caps and vapor recovery poppets for damage and vapor tight seal, replace if necessary.
- ☒ Be sure coax vapor recovery tube is not damaged or dropped more than 1" below the rim of the fill port.
- ☒ Check color coding and labeling of fill ports and monitoring wells, repaint or re-label if necessary.
- ☒ Check hoses, bellows, faceplates and retractors for damage, lock out immediately and repair / replace prior to placing back in service.
- ☒ Check electronic leak detection system for alarms, warnings, etc., verify alarm and repair / fix the problem immediately. Notify DEC within 2 hrs if a release of product is suspected.
- ☒ Check tank for water.

WEEKLY RESPONSIBILITIES

- ☒ Check and document findings of product or vapor in monitoring wells or u-tubes. Report detected product or vapors to DEC within 2 hrs of discovery, empty tanks and proceed with an investigation to determine the cause of release.

EVERY 10 DAYS

- ☒ Perform and evaluate 10-Day Inventory Reconciliation. See tips below and the attached worksheet.

MONTHLY RESPONSIBILITIES

- ☒ Check and document the operability of all leak detection equipment.
- ☒ Perform monthly inspections of all aboveground storage tanks and keep a record of the inspections.

OTHER RESPONSIBILITIES

- ☒ You must monitor cathodic protection systems of steel tanks and / or piping annually and keep a record.
 - ☒ You must perform and pass Stage II Vapor testing every 5 years or whenever the facility has undergone a major modification. The test results must be submitted to NYSDEC, 625 Broadway 2nd Floor, Albany, NY 12233-3254 within 30 days of the test and also be maintained on site for review during an inspection.
 - ☒ Tanks and piping must be tested in accordance with 6NYCRR Part 613.5.
 - ☒ Be sure your registration is current, correct and posted in a conspicuous place at the facility.
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TIPS FOR COMPLETING 10-DAY INVENTORY RECONCILIATION

- ☒ Use a separate sheet for each tank during each 10-day period.
(The only exception is when tanks are manifolded together. If this is the case, you may combine the volumes of the manifolded tanks together.)
- ☒ If your station utilizes a mixer to obtain different grades of gasoline, you must determine the amount of fuel dispensed from each tank prior to completing the form. You can mathematically determine the amount of gasoline dispensed from each tank once the mixture of a specific grade of gasoline is identified.
(Example: A station has a regular unleaded tank and a super unleaded tank but also sells mid-grade gasoline. The mid-grade is a mixture of 60% regular and 40% super. If 100 gallons of mid-grade were sold during the day, $100 \times .60 = 60$ gallons of regular was dispensed and $100 \times .40 = 40$ gallons of super was dispensed. These totals would be added to the totals of regular dispensed and super dispensed respectively).
Alternatively, equipment such as a totalizer may be used to determine the amount of fuel dispensed from each tank.)
- ☒ To determine what number to place in the total over/short box, you must add the numbers of each row in that column using the (+) or (-) sign that was assigned to represent over(+) or short(-) when completing each row for each day. After the number is calculated you must drop the sign and enter the number in the box as a positive number.
(Example: $(-8)+(-5)+(10)+(3)+(-7)+(4)+(-9)+(-7)+(-4)+(6) = -17$Enter 17 in the over/short box).
- ☒ The Day 10 End Stick Inventory (gallons) becomes the Day 1 Start Stick Inventory (gallons) on the next 10-Day Inventory Reconciliation record.
- ☒ Total tank volume is the full volume of the tank as stated by the manufacturer.