3-09/060.00 - Daily Fuel Inventory

At Department facilities having underground storage tanks (UST) for fueling operations, a daily reading of the fuel supply levels and dispenser totals shall be made. The reading shall be recorded on the Tank Inventory Data form (SH-R-450).

Personnel at each Department facility with USTs shall be responsible for collecting and recording a minimum of 20 days of data per month. When the last entry is made on the last day of the month, the completed form shall be signed by the person compiling the information and forwarded, no later than the fifth day of the following month, to Facilities Administration, South Region, Bldg. N, Rm. 2, 11515 S. Colima Rd., Whittier, 90604.

Personnel shall refer to the copy of the Regulations and Protocols for Facilities with Underground Storage Tanks and Fueling Operations Manual located in their site's operations office for comprehensive fueling operations instructions.