

INSTRUCTIONS FOR COMPLETING THE MONTHLY STORAGE FACILITY OPERATORS REPORT

Report the storage of Gasoline and Special Fuels owned and leased each month on this form. Eliminate the use of tenths. Use whole figures only.

FOR EACH LINE ITEM PLEASE COMPLETE EACH COLUMN.

- Line 1:** *Gasoline (Owned):*
 Gasoline owned by the storage facility operator.
- Lines 2-4:** *Special Fuels (Owned):*
 Special Fuels owned by the facility operator.
- Lines 5-20:** *Leased Space:*
 Enter the company names of all the lessees using storage at this reporting facility for the reporting month.

FOR EACH ITEM PLEASE COMPLETE EACH COLUMN.

- Column A:** *Ownership:*
 Report fuel ownership.
- Column B:** *Product Type:*
 Report product type by the code from the bottom of the return.
- Column C:** *Beginning Inventory:*
 Record the Actual Physical inventory for each product type, by ownership, on hand the first day of every month in the reporting storage facility.
- Column D:** *Receipts for the Reporting Month:*
 Record total gallons received, by product type and ownership, at the reporting storage facility for the month.
- Column E:** *Disbursements for the Reporting Month:*
 Record total gallons leaving, by product type and ownership, the reporting storage facility for the month.
- Column F:** *Ending Inventory:*
 Record the actual physical inventories, by product type and by ownership, on hand at the close of business on the last day of the reporting month.