NEW JERSEY SMALL BUSINESS
ENVIRONMENTAL ASSISTANCE PROGRAM

New Jersey Fuel Dispensing Facilities Compliance Calendar

2017

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

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

Important Notes:

- The New Jersey Fuel Dispensing Facilities Compliance Calendar may only be available as a download at: http://www.nj.gov/dep/aqes/sbap/index.html.

New Jersey Small Business Environmental Assistance Program
New Jersey Department of Environmental Protection
PO Box 420
Trenton, NJ 08625-0420
Phone (877) 753-1151 or (609) 633-0631
Fax (609) 777-1330

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Facility Information:

Owner Name: _____ **Business Telephone:** _____

Company Name: _____ **Facility ID #** _ _ _ _ _

Facility Address: _____ **Installation Date:** _____

_____ **Stage II Vapor Recovery System:** ☐ **Vapor Balance** **(or)** ☐ **Vacuum Assist**

	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.
- ❑ **Equipment Replacements Must Be Compatible:** When replacing individual components of a vapor recovery system, refer to the CARB EO for compatibility with the current system.
- ❑ **Must have a current and valid UST registration and Financial Responsibility (Tank Insurance).**
- ❑ **Must have Important Documents On Site:** NJ DEP Air Certificate, Vapor Recovery Inspection Logs, CARB EOs, Vapor Recovery Equipment Testing Results, Equipment Change Logs, Release Response Plan, UST Registrations, and current Financial Responsibility (aka: Tank Insurance).
- ❑ **Keep Spill Buckets Clean:** Spill catchment basins must be clear of fuel, water and debris otherwise fuel deliveries must be refused. Monitor the fuel 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 properly. 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 detection system according to manufacturer's specifications.
- ❑ **Retractors:** Must work properly otherwise they are not in compliance with CARB Executive Order (EO).
- ❑ **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 you 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 every 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 Substantial 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 that 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 tank 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 as tears or leaks? Keep daily records. Keep records for repairs.
- ❑ **Dispenser Sumps & Piping/Turbine Sumps:** Any signs of leaking? Are the sumps clean and empty? Keep monthly records for the piping/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)

☐ GP-014: General Permit - 014 (GP-014) may be used for one or more storage tanks and equipment used for storing and transferring gasoline, diesel 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 and 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, an average monthly throughput of greater than 10,000 gallons (37,850 liters).

NOTE: Storage, transfer and dispensing of diesel fuel and kerosene may be included in this General Permit but does not require Stage I Controls.

www.nj.gov/dep/aqpp/gp.html (When GP-014 expires, GP-014 will not be able to be renewed, apply for GP-004A).

☐ GP-004: General Permit - 004 (GP-004) may be used for one or more pieces of equipment used for storing and dispensing service station fuels at a single gasoline dispensing facility (GDF) which has a maximum fuel throughput of 6 million gallons per 12-month period. GDFs with regulated tanks and gasoline dispensing equipment must comply with Stage I and Stage II vapor recovery requirements. (When GP-004 expires, GP-004 will not be able to be renewed, apply for GP-004A).

www.nj.gov/dep/aqpp/gp.html (When GP-004 expires, GP-004 will not be able to be renewed, apply for GP-004A).

☐ GP-004A: 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

COST: $820 www.nj.gov/dep/aqpp/gp.html.

☐ Pre-Construction Permit (PCP): Fueling stations can obtain a PCP if they want a fuel throughput limit which exceeds the limit of a general permit or if the facility is ineligible for a general permit.

COST: $2527 for gasoline tank + $590 for each additional piece + $2527 Risk Assessment fee.

Note:

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: $173 (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 10,000 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 minimize 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 daily 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.

❑ 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 per consecutive 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 consecutive 12-month period year or 15 million gallons of gasoline per consecutive 12-month period year.
- ❑ 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, capable of reducing emissions and recovering gasoline vapors at greater than or equal to 95% recovery efficiency.

Vapor Recovery Equipment Record Keeping

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.

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).

Equipment Change Log for 2017

Description of Equipment Change	Date of Change

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

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.

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.

	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	N	N	N	N	N	N	N	N																						
Nozzles	N	N	N	N	N	N	N	N	Y																						
Bellows	N	N	N	N	N	N	N	N	N																						
Hoses	N	N	N	N	N	Y	N	N	N																						
Breakaways	N	N	N	N	N	N	N	N	N																						
Swivels	N	N	N	N	N	N	N	N	N																						

Sample

Equipment Maintenance Log	
Equipment Repair Description	**Date of Completed Repair**
Tear on hose located on Pump 2, Replaced hose	*1/6/17*
Nozzle malfunction, replaced nozzle	*1/9/17*

Sample

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	
12 Month Total From Last Month	920,000
Subtract Fuel Flow Totalizer Amounts from **January 2016**	-65,000
Subtotal =	855,000
Add Fuel Flow Totalizer Amounts from **January 2017**	+60,000
12 Month Total =	915,000

Enter the running total from last month.

Enter the fuel flow totalizer amounts during this same month last year, from last year's records. Subtract that amount.

Add the fuel flow total from all pumps for the current month.

This is your 12 month running total of the 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
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

Sample

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 of Inspection	Are Repairs Required?
Catchment Basin		
Dispenser Sumps		
Piping/Turbine Sumps		

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.

Place the date of inspection.

Fuel Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from **January 2016**	–
Subtotal =	
Add Fuel Flow Totalizer Amounts from **January 2017**	+
12 Month Total =	

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
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

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

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		

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.

	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																															

Equipment Maintenance Log

Equipment Repair Description	Date of Completed Repair

New Jersey Vapor Recovery Program Compliance Calendar

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

January 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 ☐ Inspected fuel flow totalizer on each pump	2 ☐ Inspected fuel flow totalizer on each pump	3 ☐ Inspected fuel flow totalizer on each pump	4 ☐ Inspected fuel flow totalizer on each pump	5 ☐ Inspected fuel flow totalizer on each pump	6 ☐ Inspected fuel flow totalizer on each pump	7 ☐ Inspected fuel flow totalizer on each pump
8 ☐ Inspected fuel flow totalizer on each pump	9 ☐ Inspected fuel flow totalizer on each pump	10 ☐ Inspected fuel flow totalizer on each pump	11 ☐ Inspected fuel flow totalizer on each pump	12 ☐ Inspected fuel flow totalizer on each pump	13 ☐ Inspected fuel flow totalizer on each pump	14 ☐ Inspected fuel flow totalizer on each pump
15 ☐ Inspected fuel flow totalizer on each pump	16 ☐ Inspected fuel flow totalizer on each pump	17 ☐ Inspected fuel flow totalizer on each pump	18 ☐ Inspected fuel flow totalizer on each pump	19 ☐ Inspected fuel flow totalizer on each pump	20 ☐ Inspected fuel flow totalizer on each pump	21 ☐ Inspected fuel flow totalizer on each pump
22 ☐ 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 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	For CRTK Webinar Training visit http://www.nj.gov/dep/enforcement/rtk.html

Fuel Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from **February 2016**	–
Subtotal =	
Add Fuel Flow Totalizer Amounts from **February 2017**	+
12 Month Total =	

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
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

***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 Surveys for 5 years.

See the CRTK Survey online example on the last 2 pages of this calendar.

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		

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.

	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		
Pumps																															
Nozzles																															
Bellows																															
Hoses																															
Breakaways																															
Swivels																															

Equipment Maintenance Log

Equipment Repair Description	Date of Completed Repair

New Jersey Vapor Recovery Program Compliance Calendar

February 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 ☐ Inspected fuel flow totalizer on each pump	2 ☐ Inspected fuel flow totalizer on each pump	3 ☐ Inspected fuel flow totalizer on each pump	4 ☐ Inspected fuel flow totalizer on each pump
5 ☐ Inspected fuel flow totalizer on each pump	6 ☐ Inspected fuel flow totalizer on each pump	7 ☐ Inspected fuel flow totalizer on each pump	8 ☐ Inspected fuel flow totalizer on each pump	9 ☐ Inspected fuel flow totalizer on each pump	10 ☐ Inspected fuel flow totalizer on each pump	11 ☐ Inspected fuel flow totalizer on each pump
12 ☐ Inspected fuel flow totalizer on each pump	13 ☐ Inspected fuel flow totalizer on each pump	14 ☐ Inspected fuel flow totalizer on each pump	15 ☐ Inspected fuel flow totalizer on each pump	16 ☐ Inspected fuel flow totalizer on each pump	17 ☐ Inspected fuel flow totalizer on each pump	18 ☐ Inspected fuel flow totalizer on each pump
19 ☐ Inspected fuel flow totalizer on each pump	20 ☐ Inspected fuel flow totalizer on each pump	21 ☐ Inspected fuel flow totalizer on each pump	22 ☐ 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		For CRTK Webinar Training visit http://www.nj.gov/dep/enforcement/rtk.html		☐ **Have you checked your Spill Containment:** Catchment Basin, Dispenser Sumps, Piping/Turbine Sumps

Fuel Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from **March 2016**	–
Subtotal =	
Add Fuel Flow Totalizer Amounts from **March 2017**	+
12 Month Total =	

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
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***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		

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.

	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																															

Equipment Maintenance Log

Equipment Repair Description	Date of Completed Repair

New Jersey Vapor Recovery Program Compliance Calendar

March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 ☐ Inspected fuel flow totalizer on each pump ***CRTK Survey Due***	2 ☐ Inspected fuel flow totalizer on each pump	3 ☐ Inspected fuel flow totalizer on each pump	4 ☐ Inspected fuel flow totalizer on each pump
5 ☐ Inspected fuel flow totalizer on each pump	6 ☐ Inspected fuel flow totalizer on each pump	7 ☐ Inspected fuel flow totalizer on each pump	8 ☐ Inspected fuel flow totalizer on each pump	9 ☐ Inspected fuel flow totalizer on each pump	10 ☐ Inspected fuel flow totalizer on each pump	11 ☐ Inspected fuel flow totalizer on each pump
12 ☐ Inspected fuel flow totalizer on each pump	13 ☐ Inspected fuel flow totalizer on each pump	14 ☐ Inspected fuel flow totalizer on each pump	15 ☐ Inspected fuel flow totalizer on each pump	16 ☐ Inspected fuel flow totalizer on each pump	17 ☐ Inspected fuel flow totalizer on each pump	18 ☐ Inspected fuel flow totalizer on each pump
19 ☐ Inspected fuel flow totalizer on each pump	20 ☐ Inspected fuel flow totalizer on each pump	21 ☐ Inspected fuel flow totalizer on each pump	22 ☐ 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 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 Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from **April 2016**	–
Subtotal =	
Add Fuel Flow Totalizer Amounts from **April 2017**	+
12 Month Total =	

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
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***Reminder*:** Owners and operators who fail to register their underground storage tank systems and obtain a valid registration certificate will be subject to the establishment of a delivery ban or a cease use action for their tanks. Owners and operators who fail to comply with operational requirements found in N.J.A.C. 7:14B-1 et seq. will be subject to substantial fines and penalties. Call the Registration and Billing Unit for additional info at 609-292-2817.

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		

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.

	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	
Pumps																															
Nozzles																															
Bellows																															
Hoses																															
Breakaways																															
Swivels																															

Equipment Maintenance Log

Equipment Repair Description	Date of Completed Repair

New Jersey Vapor Recovery Program Compliance Calendar

April 2017

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

Fuel Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from **May 2016**	–
Subtotal =	
Add Fuel Flow Totalizer Amounts from **May 2017**	+
12 Month Total =	

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
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	☐	☐
	☐	☐
	☐	☐
	☐	☐

***Reminder*:** If you plan to close an underground storage tank system use NJDEP Online at: www.njdeponline.com for submittal of the *Notice of Intent to Close an UST System*. Additionally, an *UST Facility Certification Questionnaire* must be completed and submitted to the Department within seven days of the completion of all closure activities.
Also, be sure to have readily available a copy of your air certificate to operate at your facility for an inspection.

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		

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.

	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																															

Equipment Maintenance Log

Equipment Repair Description	Date of Completed Repair

New Jersey Vapor Recovery Program Compliance Calendar

May 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ☐ Inspected fuel flow totalizer on each pump	2 ☐ Inspected fuel flow totalizer on each pump	3 ☐ Inspected fuel flow totalizer on each pump	4 ☐ Inspected fuel flow totalizer on each pump	5 ☐ Inspected fuel flow totalizer on each pump	6 ☐ Inspected fuel flow totalizer on each pump
7 ☐ Inspected fuel flow totalizer on each pump	8 ☐ Inspected fuel flow totalizer on each pump	9 ☐ Inspected fuel flow totalizer on each pump	10 ☐ Inspected fuel flow totalizer on each pump	11 ☐ Inspected fuel flow totalizer on each pump	12 ☐ Inspected fuel flow totalizer on each pump	13 ☐ Inspected fuel flow totalizer on each pump
14 ☐ Inspected fuel flow totalizer on each pump	15 ☐ Inspected fuel flow totalizer on each pump	16 ☐ Inspected fuel flow totalizer on each pump	17 ☐ Inspected fuel flow totalizer on each pump	18 ☐ Inspected fuel flow totalizer on each pump	19 ☐ Inspected fuel flow totalizer on each pump	20 ☐ Inspected fuel flow totalizer on each pump
21 ☐ Inspected fuel flow totalizer on each pump	22 ☐ 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 fuel flow totalizer on eacpump	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 Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from **June 2016**	–
Subtotal =	
Add Fuel Flow Totalizer Amounts from **June 2017**	+
12 Month Total =	

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
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	☐	☐
	☐	☐
	☐	☐

Reminder*:** A suspected release must be investigated and confirmed or disproved within seven days of discovering the suspected release. If you confirm a release, immediately call the appropriate local health agency and the Department's Environmental Action Hot Line toll free at: **(877) WARN – DEP** ***(877) 927-6337

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		

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.

	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	
Pumps																															
Nozzles																															
Bellows																															
Hoses																															
Breakaways																															
Swivels																															

Equipment Maintenance Log

Equipment Repair Description	Date of Completed Repair

New Jersey Vapor Recovery Program Compliance Calendar

June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 ☐ Inspected fuel flow totalizer on each pump	2 ☐ Inspected fuel flow totalizer on each pump	3 ☐ Inspected fuel flow totalizer on each pump
4 ☐ Inspected fuel flow totalizer on each pump	5 ☐ Inspected fuel flow totalizer on each pump	6 ☐ Inspected fuel flow totalizer on each pump	7 ☐ Inspected fuel flow totalizer on each pump	8 ☐ Inspected fuel flow totalizer on each pump	9 ☐ Inspected fuel flow totalizer on each pump	10 ☐ Inspected fuel flow totalizer on each pump
11 ☐ Inspected fuel flow totalizer on each pump	12 ☐ Inspected fuel flow totalizer on each pump	13 ☐ Inspected fuel flow totalizer on each pump	14 ☐ Inspected fuel flow totalizer on each pump	15 ☐ Inspected fuel flow totalizer on each pump	16 ☐ Inspected fuel flow totalizer on each pump	17 ☐ Inspected fuel flow totalizer on each pump
18 ☐ Inspected fuel flow totalizer on each pump	19 ☐ Inspected fuel flow totalizer on each pump	20 ☐ Inspected fuel flow totalizer on each pump	21 ☐ Inspected fuel flow totalizer on each pump	22 ☐ 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 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 Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from **July 2016**	–
Subtotal =	
Add Fuel Flow Totalizer Amounts from **July 2017**	+
12 Month Total =	

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
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	☐	☐

Reminder: Do you have an environmental clean-up? All site remediation parties are required to hire a licensed site remediation professional (LSRP) and to then proceed with the remediation without Department pre-approval..

For additional information visit http://www.nj.gov/dep/srp/srra/lsrp/

Spill Containment Equipment Inspection Log

Inspections must be conducted every 30 days to check for cracks, holes, and 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		

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.

	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																															

Equipment Maintenance Log

Equipment Repair Description	Date of Completed Repair

New Jersey Vapor Recovery Program Compliance Calendar

July 2017

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

Fuel Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from **August 2016**	–
Subtotal =	
Add Fuel Flow Totalizer Amounts from **August 2017**	+
12 Month Total =	

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
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***Reminder*:** The NJDEP is required to be notified of the intent to close the underground storage tank at least 14 calendar days prior to the anticipated closure date by logging on to the NJDEP Online service via either the myNewJersey Portal at www.nj.gov or directly from www.njdeponline.com, selecting the *Underground Storage Tank Notice Of Intent To Close* in the Service Selection section of the My Workspace screen, then completing and submitting the form.

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		

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.

	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																															

Equipment Maintenance Log

Equipment Repair Description	Date of Completed Repair

New Jersey Vapor Recovery Program Compliance Calendar

August 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 ☐ Inspected fuel flow totalizer on each pump	2 ☐ Inspected fuel flow totalizer on each pump	3 ☐ Inspected fuel flow totalizer on each pump	4 ☐ Inspected fuel flow totalizer on each pump	5 ☐ Inspected fuel flow totalizer on each pump
6 ☐ Inspected fuel flow totalizer on each pump	7 ☐ Inspected fuel flow totalizer on each pump	8 ☐ Inspected fuel flow totalizer on each pump	9 ☐ Inspected fuel flow totalizer on each pump	10 ☐ Inspected fuel flow totalizer on each pump	11 ☐ Inspected fuel flow totalizer on each pump	12 ☐ Inspected fuel flow totalizer on each pump
13 ☐ Inspected fuel flow totalizer on each pump	14 ☐ Inspected fuel flow totalizer on each pump	15 ☐ Inspected fuel flow totalizer on each pump	16 ☐ Inspected fuel flow totalizer on each pump	17 ☐ Inspected fuel flow totalizer on each pump	18 ☐ Inspected fuel flow totalizer on each pump	19 ☐ Inspected fuel flow totalizer on each pump
20 ☐ Inspected fuel flow totalizer on each pump	21 ☐ Inspected fuel flow totalizer on each pump	22 ☐ 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 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 Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from **September 2016**	–
Subtotal =	
Add Fuel Flow Totalizer Amounts from **September 2017**	+
12 Month Total =	

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
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***Reminder*:** Be sure to renew your General Permit (GP) or Preconstruction Permit (PCP) every five years. Also, a facility may need to apply for a new GP or PCP if there were any modifications to your system. Tank registration should be accurate and up-to-date. Renew you underground storage tank (UST) registration every 3 years. For Tank Registration and Billing Unit call (609) 292-2817 or (609) 292-2827

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		

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.

	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	
Pumps																															
Nozzles																															
Bellows																															
Hoses																															
Breakaways																															
Swivels																															

Equipment Maintenance Log

Equipment Repair Description	Date of Completed Repair

New Jersey Vapor Recovery Program Compliance Calendar

September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		☐ **Have you checked your Spill Containment:** Catchment Basin, Dispenser Sumps, Piping/Turbine Sumps			1 ☐ Inspected fuel flow totalizer on each pump	2 ☐ Inspected fuel flow totalizer on each pump
3 ☐ Inspected fuel flow totalizer on each pump	4 ☐ Inspected fuel flow totalizer on each pump	5 ☐ Inspected fuel flow totalizer on each pump	6 ☐ Inspected fuel flow totalizer on each pump	7 ☐ Inspected fuel flow totalizer on each pump	8 ☐ Inspected fuel flow totalizer on each pump	9 ☐ Inspected fuel flow totalizer on each pump
10 ☐ Inspected fuel flow totalizer on each pump	11 ☐ Inspected fuel flow totalizer on each pump	12 ☐ Inspected fuel flow totalizer on each pump	13 ☐ Inspected fuel flow totalizer on each pump	14 ☐ Inspected fuel flow totalizer on each pump	15 ☐ Inspected fuel flow totalizer on each pump	16 ☐ Inspected fuel flow totalizer on each pump
17 ☐ Inspected fuel flow totalizer on each pump	18 ☐ Inspected fuel flow totalizer on each pump	19 ☐ Inspected fuel flow totalizer on each pump	20 ☐ Inspected fuel flow totalizer on each pump	21 ☐ Inspected fuel flow totalizer on each pump	22 ☐ 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 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 Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from **October 2016**	–
Subtotal =	
Add Fuel Flow Totalizer Amounts from **October 2017**	+
12 Month Total =	

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
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

***Reminder*:** Do not accept any product delivery to any tank if the spill catchment basin contains product, water or debris.

Be sure that you have one of the corrosion protection methods in place to protect your tanks: Non-metal tank/piping, Galvanic (STI-p3), or Impressed Current

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		

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.

	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																															

Equipment Maintenance Log

Equipment Repair Description	Date of Completed Repair

New Jersey Vapor Recovery Program Compliance Calendar

October 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 ☐ Inspected fuel flow totalizer on each pump	2 ☐ Inspected fuel flow totalizer on each pump	3 ☐ Inspected fuel flow totalizer on each pump	4 ☐ Inspected fuel flow totalizer on each pump	5 ☐ Inspected fuel flow totalizer on each pump	6 ☐ Inspected fuel flow totalizer on each pump	7 ☐ Inspected fuel flow totalizer on each pump
8 ☐ Inspected fuel flow totalizer on each pump	9 ☐ Inspected fuel flow totalizer on each pump	10 ☐ Inspected fuel flow totalizer on each pump	11 ☐ Inspected fuel flow totalizer on each pump	12 ☐ Inspected fuel flow totalizer on each pump	13 ☐ Inspected fuel flow totalizer on each pump	14 ☐ Inspected fuel flow totalizer on each pump
15 ☐ Inspected fuel flow totalizer on each pump	16 ☐ Inspected fuel flow totalizer on each pump	17 ☐ Inspected fuel flow totalizer on each pump	18 ☐ Inspected fuel flow totalizer on each pump	19 ☐ Inspected fuel flow totalizer on each pump	20 ☐ Inspected fuel flow totalizer on each pump	21 ☐ Inspected fuel flow totalizer on each pump
22 ☐ 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 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 Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from **November 2016**	–
Subtotal =	
Add Fuel Flow Totalizer Amounts from **November 2017**	+
12 Month Total =	

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
	☐	☐
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	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
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	☐	☐

***Reminder*:** Be sure to do your vapor recovery testing for your equipment.

1. Static Pressure Performance Test
2. Pressure Vacuum Valve Test Dynamic
3. Backpressure Performance Test
4. Air to liquid Volume Ratio Test **(Vacuum assist systems Only)**

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		

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.

	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	
Pumps																															
Nozzles																															
Bellows																															
Hoses																															
Breakaways																															
Swivels																															

Equipment Maintenance Log

Equipment Repair Description	Date of Completed Repair

New Jersey Vapor Recovery Program Compliance Calendar

November 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 ☐ Inspected fuel flow totalizer on each pump	2 ☐ Inspected fuel flow totalizer on each pump	3 ☐ Inspected fuel flow totalizer on each pump	4 ☐ Inspected fuel flow totalizer on each pump
5 ☐ Inspected fuel flow totalizer on each pump	6 ☐ Inspected fuel flow totalizer on each pump	7 ☐ Inspected fuel flow totalizer on each pump	8 ☐ Inspected fuel flow totalizer on each pump	9 ☐ Inspected fuel flow totalizer on each pump	10 ☐ Inspected fuel flow totalizer on each pump	11 ☐ Inspected fuel flow totalizer on each pump
12 ☐ Inspected fuel flow totalizer on each pump	13 ☐ Inspected fuel flow totalizer on each pump	14 ☐ Inspected fuel flow totalizer on each pump	15 ☐ Inspected fuel flow totalizer on each pump	16 ☐ Inspected fuel flow totalizer on each pump	17 ☐ Inspected fuel flow totalizer on each pump	18 ☐ Inspected fuel flow totalizer on each pump
19 ☐ Inspected fuel flow totalizer on each pump	20 ☐ Inspected fuel flow totalizer on each pump	21 ☐ Inspected fuel flow totalizer on each pump	22 ☐ 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 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 Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from **December 2016**	–
Subtotal =	
Add Fuel Flow Totalizer Amounts from **December 2017**	+
12 Month Total =	

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
	☐	☐
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	☐	☐
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	☐	☐
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	☐	☐
	☐	☐
	☐	☐
	☐	☐

***Reminder*:** Spill buckets should be kept clean from product, water and debris. Check at least once a month or check before and after a delivery.

Sacrificial anodes (passive) and Impressed current systems test every three years. If you have Rectifier record every 60 days to see if it is function properly.

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		

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.

	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																															

Equipment Maintenance Log

Equipment Repair Description	Date of Completed Repair

New Jersey Vapor Recovery Program Compliance Calendar

December 2017

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

Fuel Dispensing Throughput 12 Month Total	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from **January 2017**	–
Subtotal =	
Add Fuel Flow Totalizer Amounts from **January 2018**	+
12 Month Total =	

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

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		

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.

	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																															

Equipment Maintenance Log

Equipment Repair Description	Date of Completed Repair

New Jersey Vapor Recovery Program Compliance Calendar

January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ☐ Inspected fuel flow totalizer on each pump	2 ☐ Inspected fuel flow totalizer on each pump	3 ☐ Inspected fuel flow totalizer on each pump	4 ☐ Inspected fuel flow totalizer on each pump	5 ☐ Inspected fuel flow totalizer on each pump	6 ☐ Inspected fuel flow totalizer on each pump
7 ☐ Inspected fuel flow totalizer on each pump	8 ☐ Inspected fuel flow totalizer on each pump	9 ☐ Inspected fuel flow totalizer on each pump	10 ☐ Inspected fuel flow totalizer on each pump	11 ☐ Inspected fuel flow totalizer on each pump	12 ☐ Inspected fuel flow totalizer on each pump	13 ☐ Inspected fuel flow totalizer on each pump
14 ☐ Inspected fuel flow totalizer on each pump	15 ☐ Inspected fuel flow totalizer on each pump	16 ☐ Inspected fuel flow totalizer on each pump	17 ☐ Inspected fuel flow totalizer on each pump	18 ☐ Inspected fuel flow totalizer on each pump	19 ☐ Inspected fuel flow totalizer on each pump	20 ☐ Inspected fuel flow totalizer on each pump
21 ☐ Inspected fuel flow totalizer on each pump	22 ☐ 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 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		

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
Air Quality, Energy and Sustainability
Operation and Cooridination
Small Business Environmental Assistance Program
(609) 633-0631 or (877) 753-1151 (NJ State Only)
http://www.nj.gov/dep/aqes/sbap/index.html

NJ Air Permits for Gasoline Station Equipment
Bureau of Air Permits
(609) 292-6716 or (800) 441-0065 (NJ State Only)
www.nj.gov/dep/aqes/sbap/index.html

Bureau of Local Environmental Management
& Right to Know
(609) 292-6714
www.nj.gov/dep/enforcement/rtk.html

Hazardous Waste
EPA (Region 2) RCRA ID : 212- 637-4145
www3.epa.gov/region02/waste/csummary.htm
www.state.nj.us/dep/dshw/

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 Guidance Documents Links

NJ DEP-Underground Storage Tanks – www.nj.gov/dep/srp/bust/bust.htm

The following guidance documents can be found at - http://www.nj.gov/dep/srp/forms/ust/index.html#ust021

- ❑ UST Substantial Modification Permit application form
- ❑ UST-021 Form - Financial Responsibility for Regulated Underground Storage Tanks (USTs) Certifications
- ❑ UST Facility Certification Questionnaire (UST-021)

USEPA-Office of Underground Storage Tanks (OUST) - http://www.epa.gov/swerust1/

- ❑ OUST Publications - www.epa.gov/swerust1/pubs/index.htm
- ❑ **California Air Resource Board (CARB)** – www.arb.ca.gov/vapor/eo-PhaseII.htm

Professional And Trade Association Links

- ❑ American Petroleum Institute (API) : www.api.org
- ❑ American Society of Testing and Materials (ASTM) : www.astm.org/index.html
- ❑ Fiberglass Tank and Pipe Institute (FTPI) : www.fiberglasstankandpipe.com
- ❑ Fuel Merchants Association of New Jersey : www.fmanj.org
- ❑ NACE International - The Corrosion Society : www.nace.org
- ❑ National Fire Protection Association (NFPA) : www.nfpa.org
- ❑ New Jersey Gasoline- C-Store-Automotive Association www.njgca.org
- ❑ Petroleum Equipment Institute (PEI) : www.pei.org
- ❑ Petroleum Equipment Contractors Association www.peca.net/aboutpeca.htm
- ❑ Steel Tank Institute (STI) : www.steeltank.com
- ❑ Underwriters Laboratories (UL) : 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 2014 reporting year. The Community Right to Know submittal function for Reporting Year 2016 will be available the first week of January 2017.

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 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:

COMMUNITY RIGHT TO KNOW SURVEY IT'S THE LAW!

COMPANY INFO | SUBSTANCE LIST | VERIFY DATA | SUBMIT SURVEY | Go to Facility List | Print | EXIT

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

Facility ID: 12345600000 Facility Nar Gas Station

If you are
1. A Gasoline Station with more than 10,000lbs (1428.57gallons) of gasoline, diesel, kerosene or other substances in your facility on any given day, check 'yes' to #1 and #2. And must fill out Part 2
2. Gasoline Stations with Less than 10,000Ibs in your facility on any given day, check 'yes' to #1, 'No' to #2
3. Facilities without gasoline,diesel, kerosene or other substances in your facility check 'No' to #1 and #2

Save THIS Page

PART 1 - COMPANY/FACILITY INFORMATION

REQUEST CHANGE

Mailing Address

A
- Company Name 1
- Name 2
- Street/PO Box
- Apt./Suite No.
- City
- State: NJ Zip Code: - 0000

Facility Location

- Street
- City
- State
- County
- Company Contact

This information is provided by the system.

B Does this facility Produce, Store or Use Environmental Hazardous Substances on Table A in a pure or mixture state:

1. in any quantity? * Yes ◉ No ○
2. above thresholds? Yes ◉ No ○

* You must check "YES" if you have Environmental Hazardous Substances in any quantity at your facility.

C Facility Status: Active

Note: If you select "out of business" this survey must be completed for the period of time that the business was active.

D Number of employees at this facility: 5

E Number of facilities in New Jersey: 1

F Federal EIN **Click here for a list of facilities under this FEIN** (Do NOT call us for this number. We cannot give it to you on the phone.): 221234567

G Your R&D exemption information for **this facility**, is diplayed here

Please specify,
1. Fueling Station
2. Fueling Station with vehicle repair
3. Fueling station with convenience store
4. Vehicle repair only, no fueling
5. Convenience store only, no fueling
6..Other, please describe

Briefly describe the current operations or business conducted at this facility: Fueling Station

H (Reserved)

Contact Information

I
- Emergency Contact Name
- Title
- Emergency Contact Phone
- Facility Phone

J
- Office Contact Name
- Title
- Office Contact Phone
- e-mail Address

Union Representative

K
- Union Name/Local #
- Name
- email
- Phone

Save THIS Page

COMMUNITY RIGHT TO KNOW SURVEY IT'S THE LAW!

COMPANY INFO | SUBSTANCE LIST | VERIFY DATA | SUBMIT SURVEY | Go to Facility List | Print | EXIT

Facility ID: Facility Name:

Add Substance by

Name | CAS #

- GASOLINE
- PROPANE

Be sure to add other substances such as kerosene, motor oil, diesel used petroleum oil, propane and lead batteries to the 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.

Please note: There are new reporting range codes

***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 Gasoline, use **Range Code 17***
*If you have more than 49,999Lbs (7,141.26 gallons) and less than 100,000lbs (14,285.57 gallons) of Gasoline, use **Range Code 18***
*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***

PART 2- CHEMICAL INVENTORY REPORT

Validate Chemical | Save to File | Delete Substance

Substance Description		Hazards (Check all that apply)		Inventory Information	
Substance Name	GASOLINE				
Substance Number	0957	Fire	☑	Container Type	TB - Below ground tank
CAS Number	8006-61-9	Sudden Release of Pressure	☐	Container Description	Must complete if 'Other' selected above
DOT Number	1203	Reactive	☐	Inventory (lbs) Go to gallon & cubic feet conversion help	Max. Daily: 19- 100,000 lbs to 499,999 lbs; Avg. Daily: 18- 50,000 lbs to 99,999 lbs
check one	Pure ○ Mixture ◉	Acute Health Effects	☑	Days on Site	365
check one	Solid ○ Liquid ◉ Gas ○	Chronic Health Effects	☐	Storage Pressure	01 - Ambient Pressure
EPCRA Only	☐	None per MSDS	☐	Storage Temperature	04 - Ambient Temperature
Location(s)	In underground storage tank				

Validate Chemical | Save to File | Delete Substance