



NEW JERSEY SMALL BUSINESS  
ENVIRONMENTAL ASSISTANCE PROGRAM

# **New Jersey Fuel Dispensing Facilities**

## **Compliance Calendar**

# **2012**

## 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 Operator Training coming in the future:

States must ensure that UST operators are trained according to state-specific training requirements by August 8, 2012. For additional information use the link: <http://www.epa.gov/swerust1/fedlaws/optraing.htm>

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/egge](http://www.nj.gov/dep/egge)

**Facility Information:**

Owner Name: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Company Name: \_\_\_\_\_

Facility ID # \_ \_ \_ \_ \_

Facility Address: \_\_\_\_\_

Installation Date: \_\_\_\_\_

Stage 2 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) when available. 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](http://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 [www.nj.gov/dep/srp/regs/ust](http://www.nj.gov/dep/srp/regs/ust)

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 manufacture 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 working and is outside, easily seen or heard? Or do you have flow restrictors or flapper valves? 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" may be adopted)

- Fueling Stations can obtain a general permit (GP-004) which has the maximum fuel throughput of 6 million gallons per 12-month period. GP-004 covers one or more pieces of equipment used for storing and dispensing service station fuels, located at a single gasoline dispensing facility which:
  1. Has Stage 1 vapor recovery equipment which complies with NJAC 7:27-16.3 on all gasoline tanks at the facility; and
  2. Has Stage 2 vapor recovery equipment, which complies with NJAC 7:27-16.3 on all gasoline dispensing equipment at the facility.This General Permit covers one or more tanks used for storing and dispensing gasoline, diesel fuel, and/or kerosene.  
cost: \$410 [www.nj.gov/dep/aqpp/gp.html](http://www.nj.gov/dep/aqpp/gp.html) (GP-004 will not be able to be renewed, when GP-004A becomes available)
- Fueling stations can obtain a Pre-Construction Permit (PCP), if the facility wants a fuel throughput limit above 6 million gallons or if facility is ineligible for GP-004. (Print Air Certificate(s) using this website <http://www.nj.gov/dep/aqpp/printcert.html>)  
cost: \$1755 for gasoline tank + \$410 for each additional piece + \$1755 Risk Assessment fee.  
(PCP applications must be submitted on RADIUS software, go to [www.nj.gov/dep/aqpp/radius.html](http://www.nj.gov/dep/aqpp/radius.html) to download RADIUS)
- When GP-004A is adopted and available, the old GP-004 or GP-014 cannot be renewed. Fueling Stations will be able to obtain a general permit (GP-004A) which allows different permitting methods for Marina gasoline storage tank(s) equipped with Stage I Vapor Control System, Airport gasoline storage tank(s) equipped with Stage I Vapor Control System, Fuel Service Station gasoline storage tank(s) equipped with Stage I Vapor Control System having a monthly throughput of less than 10,000 gallons, Fuel Service Station gasoline storage tank(s) equipped with Stage I and II Vapor Control System having an annual throughput of less than 9,000,000 gallons, Fuel Service Station gasoline storage tank(s) equipped with Stage I, and Stage II Vapor Control System with an additional vapor recovery system control having an annual throughput of less than 15,000,000 gallons. GP-004A covers one or more pieces of equipment used for storing and dispensing service station fuels, located at a single gasoline dispensing facility which:
  1. Has Stage 1 vapor recovery equipment which complies with NJAC 7:27-16.3 on all gasoline tanks at the facility; and
  2. Has Stage 2 vapor recovery equipment, which complies with NJAC 7:27-16.3 on all gasoline dispensing equipment at the facility.This General Permit covers one or more tanks used for storing and dispensing gasoline, diesel fuel, and/or kerosene.  
cost: \$410 [www.nj.gov/dep/aqpp/gp.html](http://www.nj.gov/dep/aqpp/gp.html) (when adopted and available).
- A Stage 1 General Permit (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:
  1. Marinas with individual gasoline storage tanks equal to or greater than 2,000 gallons maximum capacity equipped with Stage 1 Vapor Control.
  2. Facilities with individual gasoline storage tanks equal to or greater than 2,000 gallons maximum capacity equipped with Stage 1 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 1 Controls.  
cost: \$410 [www.nj.gov/dep/aqpp/gp.html](http://www.nj.gov/dep/aqpp/gp.html) (GP-014 will not be able to be renewed, when GP-004A becomes available)

## 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/downloads/forms/nontech.pdf](http://www.nj.gov/dep/aqpp/downloads/forms/nontech.pdf))
- After 120 days of the sale of a gasoline station facility, all air permits are no longer valid and the facility must obtain new air permits.  
Must obtain a new Facility Identification Number by filing an AIMS-099 Part A form.  
cost: \$0 (the form can be downloaded at: [www.nj.gov/dep/aqpp/downloads/PARTA.pdf](http://www.nj.gov/dep/aqpp/downloads/PARTA.pdf))  
cost of new permits: see above.

## Vapor Recovery Equipment/Control Device Specifications

**Stage 1:** 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 the effective date of GP-004A must be equipped with a dual point (no coaxial) vapor recovery system.

- The pressure/vacuum relief valves on each atmospheric vent shall remain 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.

**Stage 2:** 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 and its nozzles at all GDFs shall be designed to be compatible pursuant to N.J.A.C. 7:27-16.3 (e) (4) (iii).
- 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.
- For GDF with option of 9 million throughput: The annual throughput shall not exceed 9 millions gallons of gasoline per consecutive 12 month period year.

# 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 1 and Stage 2 equipment. (See the previous page for required equipment specifications)
2. A Copy of the CARB Executive Order for each Stage 2 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](http://www.arb.ca.gov/vapor/eo.htm))
3. Any of the following changes listed below must be recorded, you may use the table below or you can use a log book or 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:
  - Installation or modification 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.
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 2012

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-201.2B	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 *
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### 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 Permittee shall repair and retest any vapor control system within 14 days of failure.  
Upon failure of the retest the Permittee shall notify the Department in writing within 72 hours of the failure to NJDEP.

# 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 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
<b>Pumps</b>	N	N	N	N	N	N	N	N	N																						
<b>Nozzles</b>	N	N	N	N	N	N	N	N	Y																						
<b>Bellows</b>	N	N	N	N	N	N	N	N	N																						
<b>Hoses</b>	N	N	N	N	N	Y	N	N	N																						
<b>Breakaways</b>	N	N	N	N	N	N	N	N	N																						
<b>Swivels</b>	N	N	N	N	N	N	N	N	N																						

Sample

### Equipment Maintenance Log

Equipment Repair Description	Date of Completed Repair
<i>Tear on hose located on Pump 2, Replaced hose</i>	<i>1/6/12</i>
<i>Nozzle malfunction, replaced nozzle</i>	<i>1/10/12</i>

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:

<b>Fuel Dispensing Throughput 12 Month Total</b>	
12 Month Total From Last Month	920,000
Subtract Fuel Flow Totalizer Amounts from <b>January 2011</b>	-65,000
Subtotal =	855,000
Add Fuel Flow Totalizer Amounts from <b>January 2012</b>	+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 1 vapor recovery equipment must be operating properly. Use the log below to show compliance with this regulation.

<b>Spill Basin &amp; Stage 1 Inspection Log</b>		
Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage 1 vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.		
Date of Delivery	Spill Basin Inspected	Stage 1 Inspected
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

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

After inspection of Stage 1 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.

<b>Spill Containment Equipment Inspection Log</b>		
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	↑	←

Place the date of inspection.

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.





# New Jersey Vapor Recovery Program Compliance Calendar

## January 2012

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

<b>Fuel Dispensing Throughput 12 Month Total</b>	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from February 2011	—
Subtotal =	
Add Fuel Flow Totalizer Amounts from February 2012	+
12 Month Total =	

<b>Spill Basin &amp; Stage 1 Inspection Log</b>		
Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage 1 vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.		
Date of Delivery	Spill Basin Inspected	Stage 1 Inspected
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**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 example on the last 2 pages of this calendar.

<b>Spill Containment Equipment Inspection Log</b>		
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		

<b>Daily Vapor &amp; Liquid Leak Inspection Log of Fuel Dispensing Equipment</b>																													
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																													

<b>Equipment Maintenance Log</b>	
Equipment Repair Description	Date of Completed Repair



# New Jersey Vapor Recovery Program Compliance Calendar

## February 2012

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





# New Jersey Vapor Recovery Program Compliance Calendar

## March 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<b>1</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump <b>*CRTK Survey Due*</b>	<b>2</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>3</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump
<b>4</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>5</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>6</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>7</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>8</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>9</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>10</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump
<b>11</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>12</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>13</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>14</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>15</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>16</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>17</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump
<b>18</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>19</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>20</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>21</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>22</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>23</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>24</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump
<b>25</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>26</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>27</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>28</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>29</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>30</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>31</b> <input type="checkbox"/> Inspected & recorded monthly throughput from all fuel flow totalizers <input type="checkbox"/> <b>Have you checked your Spill Containment</b>





# New Jersey Vapor Recovery Program Compliance Calendar

## April 2012

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





# New Jersey Vapor Recovery Program Compliance Calendar

## May 2012

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

<b>Fuel Dispensing Throughput 12 Month Total</b>	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from <b>June 2011</b>	—
Subtotal =	
Add Fuel Flow Totalizer Amounts from <b>June 2012</b>	+
12 Month Total =	

<b>Spill Basin &amp; Stage 1 Inspection Log</b>		
Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage 1 vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.		
<b>Date of Delivery</b>	<b>Spill Basin Inspected</b>	<b>Stage 1 Inspected</b>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**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**

<b>Spill Containment Equipment Inspection Log</b>		
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.		
<b>Spill Containment Equipment</b>	<b>Date of Inspection</b>	<b>Are Repairs Required?</b>
Catchment Basin		
Dispenser Sumps		
Piping/Turbine Sumps		

<b>Daily Vapor &amp; Liquid Leak Inspection Log of Fuel Dispensing Equipment</b>																														
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
<b>Pumps</b>																														
<b>Nozzles</b>																														
<b>Bellows</b>																														
<b>Hoses</b>																														
<b>Breakaways</b>																														
<b>Swivels</b>																														

<b>Equipment Maintenance Log</b>	
<b>Equipment Repair Description</b>	<b>Date of Completed Repair</b>



# New Jersey Vapor Recovery Program Compliance Calendar

## June 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	2 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
3 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	4 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	5 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	6 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	7 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	8 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	9 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
10 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	11 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	12 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	13 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	14 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	15 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	16 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
17 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	18 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	19 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	20 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	21 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	22 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	23 <input type="checkbox"/> Inspected fuel flow totalizer on each pump
24 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	25 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	26 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	27 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	28 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	29 <input type="checkbox"/> Inspected fuel flow totalizer on each pump	30 <input type="checkbox"/> Inspected & recorded monthly throughput from all fuel flow totalizers <input type="checkbox"/> <b>Have you checked your Spill Containment</b>

<b>Fuel Dispensing Throughput 12 Month Total</b>	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from <b>July 2011</b>	—
Subtotal =	
Add Fuel Flow Totalizer Amounts from <b>July 2012</b>	+
12 Month Total =	

<b>Spill Basin &amp; Stage 1 Inspection Log</b>		
Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage 1 vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.		
<b>Date of Delivery</b>	<b>Spill Basin Inspected</b>	<b>Stage 1 Inspected</b>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**Reminder:** If you disagree with your site remediation case manager on specific requirements of your site remediation case, first contact your case manager to discuss the requirements. If the situation can not be resolved, a Dispute Resolution request may be filed with the department at any step in the process. For Dispute Resolution, call (609) 292-8761.

<b>Spill Containment Equipment Inspection Log</b>		
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.		
<b>Spill Containment Equipment</b>	<b>Date of Inspection</b>	<b>Are Repairs Required?</b>
Catchment Basin		
Dispenser Sumps		
Piping/Turbine Sumps		

<b>Daily Vapor &amp; Liquid Leak Inspection Log of Fuel Dispensing Equipment</b>																															
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
<b>Pumps</b>																															
<b>Nozzles</b>																															
<b>Bellows</b>																															
<b>Hoses</b>																															
<b>Breakaways</b>																															
<b>Swivels</b>																															

<b>Equipment Maintenance Log</b>	
<b>Equipment Repair Description</b>	<b>Date of Completed Repair</b>



# New Jersey Vapor Recovery Program Compliance Calendar

## July 2012

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





# New Jersey Vapor Recovery Program Compliance Calendar

## August 2012

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





# New Jersey Vapor Recovery Program Compliance Calendar

## September 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump
<b>2</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>3</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>4</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>5</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>6</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>7</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>8</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump
<b>9</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>10</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>11</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>12</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>13</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>14</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>15</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump
<b>16</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>17</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>18</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>19</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>20</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>21</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>22</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump
<b>23</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>24</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>25</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>26</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>27</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>28</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>29</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump
<b>30</b> <input type="checkbox"/> Inspected & recorded monthly throughput from all fuel flow totalizers	<input type="checkbox"/> <b>Have you checked your Spill Containment</b>					





# New Jersey Vapor Recovery Program Compliance Calendar

## October 2012

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





# New Jersey Vapor Recovery Program Compliance Calendar

## November 2012

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

<b>Fuel Dispensing Throughput 12 Month Total</b>	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from December <b>2011</b>	—
Subtotal =	
Add Fuel Flow Totalizer Amounts from December <b>2012</b>	+
12 Month Total =	

<b>Spill Basin &amp; Stage 1 Inspection Log</b> Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage 1 vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.		
<b>Date of Delivery</b>	<b>Spill Basin Inspected</b>	<b>Stage 1 Inspected</b>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**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.

<b>Spill Containment Equipment Inspection Log</b> 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.		
<b>Spill Containment Equipment</b>	<b>Date of Inspection</b>	<b>Are Repairs Required?</b>
Catchment Basin		
Dispenser Sumps		
Piping/Turbine Sumps		

<b>Daily Vapor &amp; Liquid Leak Inspection Log of Fuel Dispensing Equipment</b> 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
<b>Pumps</b>																															
<b>Nozzles</b>																															
<b>Bellows</b>																															
<b>Hoses</b>																															
<b>Breakaways</b>																															
<b>Swivels</b>																															

<b>Equipment Maintenance Log</b>	
<b>Equipment Repair Description</b>	<b>Date of Completed Repair</b>



# New Jersey Vapor Recovery Program Compliance Calendar

## December 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump
<b>2</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>3</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>4</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>5</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>6</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>7</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>8</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump
<b>9</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>10</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>11</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>12</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>13</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>14</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>15</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump
<b>16</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>17</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>18</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>19</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>20</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>21</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>22</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump
<b>23</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>24</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>25</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>26</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>27</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>28</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>29</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump
<b>30</b> <input type="checkbox"/> Inspected fuel flow totalizer on each pump	<b>31</b> <input type="checkbox"/> Inspected & recorded monthly throughput from all fuel flow totalizers	<input type="checkbox"/> <b>Have you checked your Spill Containment</b>				

<b>Fuel Dispensing Throughput 12 Month Total</b>	
12 Month Total From Last Month	
Subtract Fuel Flow Totalizer Amounts from January 2012	—
Subtotal =	
Add Fuel Flow Totalizer Amounts from January 2013	+
12 Month Total =	

<b>Spill Basin &amp; Stage 1 Inspection Log</b>		
Inspections must be conducted before & after every delivery. Fuel delivery cannot be accepted if Stage 1 vapor recovery equipment is not working properly or if the spill basin contains fuel, water or debris.		
Date of Delivery	Spill Basin Inspected	Stage 1 Inspected
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**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.

<b>Spill Containment Equipment Inspection Log</b>		
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		

<b>Daily Vapor &amp; Liquid Leak Inspection Log of Fuel Dispensing Equipment</b>																															
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
<b>Pumps</b>																															
<b>Nozzles</b>																															
<b>Bellows</b>																															
<b>Hoses</b>																															
<b>Breakaways</b>																															
<b>Swivels</b>																															

<b>Equipment Maintenance Log</b>	
Equipment Repair Description	Date of Completed Repair



# New Jersey Vapor Recovery Program Compliance Calendar

## January 2013

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

## Environmental Contact Information

### **New Jersey Small Business**

#### **Environmental Assistance Program**

(609) 292-8601 or (877) 753-1151 (NJ State Only)

[www.nj.gov/dep/egge](http://www.nj.gov/dep/egge)

Small Business Ombudsman

NJ Department of State

Business Action Center at (800) 643-6090

#### **NJ Air Permits for Gasoline Station Equipment**

Bureau of Preconstruction Permits

(609) 292-6716 or (800) 441-0065 (NJ State Only)

[www.state.nj.us/dep/aqpp](http://www.state.nj.us/dep/aqpp)

#### **UST Compliance and Enforcement**

Northern New Jersey 609-851-7989

Southern New Jersey 609-221-3996

[www.nj.gov/dep/enforcement](http://www.nj.gov/dep/enforcement)

#### **Hazardous Waste**

EPA RCRA ID : (212) 637-4106

NJX ID : (609) 292-7081

[www.nj.gov/dep/dshw/hwr/index.htm](http://www.nj.gov/dep/dshw/hwr/index.htm)

#### **Right to Know**

(609) 292-6714

[www.nj.gov/dep/opppc](http://www.nj.gov/dep/opppc)

#### **Underground Storage Tanks**

Bureau of Underground Storage Tanks

(609) 292-8761

[www.nj.gov/dep/srp/bust/bust.htm](http://www.nj.gov/dep/srp/bust/bust.htm)

Bureau of Field Operations (BFO)

(oversees the investigation and remediation of contaminated sites from discharges related to the universe of non-regulated UST including homeowner heating oil)

(609) 584-4150

Site Remediation Case Management

(609) 633-1455

Bureau of Contract & Fund Management (BFCM)

(609) 777-0101

UST Registration and Billing Unit

(609) 633-1464

UST Contractor Certification

(609) 777-1007

#### **Wastewater**

Contact your local sewer authority.

Septic systems contact your local health department or

NJDEP at (609) 292-0407

[www.nj.gov/dep/dwq](http://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](http://www.nj.gov/dep/srp/bust/bust.htm)

**The following guidance documents can be found at** - [www.nj.gov/dep/srp/regs/guidance.htm#ust](http://www.nj.gov/dep/srp/regs/guidance.htm#ust)

- [Tank Care - A Guide to the Operation and Maintenance of Your Underground Storage Tank System](#)
- [Don't Wait Until 1998](#)
- [UST Facility Certification Questionnaire \(UST-021\)](#)
- [Heating Oil Underground Storage Tank \(UST\) 1998 Conditional Upgrade Extension Fact Sheet and Certifications](#)
- [UST Facility Certification Questionnaire \(UST-021\)](#)

### **USEPA-Office of Underground Storage Tanks (OUST)**

- OUST Publications - [www.epa.gov/swerust1/pubs/index.htm](http://www.epa.gov/swerust1/pubs/index.htm)

**California Air Resource Board (CARB)** – [www.arb.ca.gov/vapor/eo-PhaseII.htm](http://www.arb.ca.gov/vapor/eo-PhaseII.htm)

## Professional And Trade Association Links

- |  |  |
|--|--|
| <input type="checkbox"/> American Petroleum Institute (API) :                | <a href="http://www.api.org">www.api.org</a>                                     |
| <input type="checkbox"/> American Society of Testing and Materials (ASTM) :  | <a href="http://www.astm.org/index.html">www.astm.org/index.html</a>             |
| <input type="checkbox"/> Fiberglass Tank and Pipe Institute (FTPI) :         | <a href="http://www.fiberglasstankandpipe.com">www.fiberglasstankandpipe.com</a> |
| <input type="checkbox"/> Fuel Merchants Association of New Jersey            | <a href="http://www.fmanj.org">www.fmanj.org</a>                                 |
| <input type="checkbox"/> NACE International - The Corrosion Society :        | <a href="http://www.nace.org">www.nace.org</a>                                   |
| <input type="checkbox"/> National Fire Protection Association (NFPA) :       | <a href="http://www.nfpa.org">www.nfpa.org</a>                                   |
| <input type="checkbox"/> New Jersey Gasoline- C-Store-Automotive Association | <a href="http://www.njgca.org">www.njgca.org</a>                                 |
| <input type="checkbox"/> Petroleum Equipment Institute (PEI) :               | <a href="http://www.pei.org">www.pei.org</a>                                     |
| <input type="checkbox"/> Petroleum Equipment Contractors Association         | <a href="http://peca.net/aboutpeca.htm">peca.net/aboutpeca.htm</a>               |
| <input type="checkbox"/> Steel Tank Institute (STI) :                        | <a href="http://www.steeltank.com">www.steeltank.com</a>                         |
| <input type="checkbox"/> Underwriters Laboratories (UL) :                    | <a href="http://www.ul.com">www.ul.com</a>                                       |

## Community Right to Know Surveys Go Electronic

The New Jersey Department of Environmental Protection (NJDEP), Community Right to Know (CRTK) program is instituting Mandatory Electronic Submittal of CRTK Surveys effective reporting year 2011 (CRTK Surveys due March 1, 2012).

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.” 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.”

**You are now ready to complete and submit your Community Right to Know Survey for reporting year 2011.** The Community Right to Know submittal function for Reporting Year 2011 will be available the first week of January 2012.

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:



COMMUNITY RIGHT TO KNOW SURVEY



IT'S THE LAW!



COMPANY INFO SUBSTANCE LIST VERIFY DATA SUBMIT SURVEY

Go to Facility List



Facility ID: 12345600000 Facility Name: Name of Dry Cleaner

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

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 10,000lbs 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

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

**Save THIS Page** PART 1 - COMPANY/FACILITY INFORMATION

Mailing Address	Facility Location
<p><b>A</b> Company Name 1 <input type="text"/></p> <p>Name 2 <input type="text"/></p> <p>Street/PO Box <input type="text"/></p> <p>Apt./Suite No. <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text" value="NJ"/> Zip Code <input type="text"/> - <input type="text" value="0000"/></p>	<p>Street <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>County <input type="text"/></p> <p>Company Contact <input type="text"/></p>
<p><b>B</b> Does this facility Produce, Store or Use Environmental Hazardous Substances on Table A in a pure or mixture state:</p> <p>1. in any quantity? *      Yes <input checked="" type="radio"/> No <input type="radio"/>      * You must check "YES" if you have Environmental Hazardous Substances in any quantity at your facility.</p> <p>2. above thresholds?      Yes <input checked="" type="radio"/> No <input type="radio"/></p>	
<p><b>C</b> Facility Status <input type="text" value="Active"/></p> <p style="color: red; font-size: small;">Note: If you select "out of business" this survey must be completed for the period of time that the business was active.</p> <p>Briefly describe the current operations or business conducted at this facility:</p>	<p><b>D</b> Number of employees at this facility <input type="text" value="5"/></p> <p><b>E</b> Number of facilities in New Jersey <input type="text" value="1"/></p> <p><b>F</b> Federal EIN <a href="#">Click here for a list of facilities under this FEIN</a> (Do NOT call us for this number. We cannot give it to you on the phone.) <input type="text" value="221234567"/></p> <p><b>G</b> Your R&amp;D exemption information for this facility, is displayed here</p>
<p><b>H</b> (Reserved)</p>	
Contact Information	
<p><b>I</b> Emergency Contact Name <input type="text"/></p> <p>Title <input type="text"/></p> <p>Emergency Contact Phone <input type="text"/></p> <p>Facility Phone <input type="text"/></p>	<p><b>J</b> Office Contact Name <input type="text"/></p> <p>Title <input type="text"/></p> <p>Office Contact Phone <input type="text"/></p> <p>e-mail Address <input type="text"/></p>
Union Representative	
<p><b>K</b> Union Name/Local # <input type="text"/></p> <p>Name <input type="text"/></p>	<p>email <input type="text"/></p> <p>Phone <input type="text"/></p>

**Save THIS Page**

This information is provided by the system.



COMPANY INFO

SUBSTANCE LIST

VERIFY DATA

SUBMIT SURVEY

Go to Facility List



Facility ID: 00000020933 Facility Name: MIDLAND TIRE LIMITED LIABILITY COMPANY

Add Substance by

Name CAS #

X GASOLINE
X 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

Form fields for Substance Name (GASOLINE), Substance Number (0957), CAS Number (8006-61-9), DOT Number (1203), Hazards (Fire, Acute Health Effects, Chronic Health Effects), Container Type (TB - Below ground tank), Days on Site (365), Storage Pressure (01 - Ambient Pressure), Storage Temperature (04 - Ambient Temperature), Location(s) (In underground storage tank).

Validate Chemical

Save to File

Delete Substance