

Date Prepared 05/2001
Revised 3/13/09 P. Watt

BMP Physical Plant #3

TITLE: Underground Tank Daily Inventory Monitoring

Regulatory Citation: 6 NYCRR Part 613.4

Applicability: Daily inventory records or annual standpipe testing must be obtained from each of the following tanks:

Tank I.D.	Location
HRC 1 5,000-gallon underground #2 Fuel Oil	To north of HRC
GEN 1 8,000 gallon underground diesel	North side of CoGen

Purpose: To detect any leaks from underground tanks.

Person or

Department Responsible: Stationary Engineers: HRC1
Assistant to Exec Mgr: GEN 1

Schedule: Once a day a print out must be obtained from the inventory monitors associated with each of the tanks listed above. The records must be reconciled every 10 days.

Procedures: Each day the Stationary Engineer and Assistant to Exec Mgr. will collect the print out from the tank monitoring system and check the inventory. The print out will be given to the Physical Plant Administrative Assistant to record measurement of the bottom water levels, product removed, deliveries, inventory and gains and losses on the attached inventory recordkeeping form.

Every 10 days, the tank losses and gains will be reconciled by the Administrative Assistant using the recordkeeping form. If the record does not reconcile as instructed on the form, the Administrative Assistant will immediately report this to the Exec Mgr of Physical Plant. If inventory monitoring shows: an inventory loss; a recurring accumulation of water in the bottom of the tank during any ten-day period; apparent product losses or gains exceed three-quarters (3/4) of one (1) percent of the tank volume; or apparent losses or gains exceed seven and one-half (7.5) gallons per one-thousand (1,000) gallons delivered, the operator must initiate an investigation into the possible causes. If the cause is found to be due to inaccurate recordkeeping, temperature variations or other factors not related to leakage, it will be so noted on the inventory form and appropriate action taken where necessary.

If, within forty-eight (48) hours, the causes cannot be explained by inaccurate recordkeeping, temperature variations or other factors not related to leakage, the Director of EHS will be notified and the NYSDEC Spill Hotline (518-457-7362) must be notified and the tank must be taken out of service (all product must be removed from tank) until inspection and/or tightness tests are performed, the cause is determined, and necessary repairs or replacements are made.

Record keeping: Daily Inventory and reconciliation records, all repair, inspection, tightness test records must be kept for the life of the tank.

| **Record Location:** Physical Plant Office, tank files

Contact: Exec Mgr of Physical Plant (629-7356)
Assist to Exec Mgr (629-7361)
Director of Environmental, Health and Safety (629-7163)
Physical Plant Administrative Assistant (629-7356)

HVCC-BMP-PhysicalPlant#3-Inventory records

Date	Start Stick Inventory (Gallons)	Gallons Delivered	Total Gallons Pumped	Book Inventory (Gallons)	End Stick Inventory		Daily Over or Daily Short (-)
					Inches	Gallons	
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			

Leak Check Method #1 Based on Total Gallons PUMPED				
Leak Check:	(total gallons pumped)	* 0.0075 =	0	(Allowable Variance)

Leak Check Method #2 Based on Total Gallons DELIVERED				
Leak Check:	(total gallons delivered)	* 0.0075 =	0	(Allowable Variance)

Leak Check Method #3 Based on Total Gallons TANK VOLUME				
Leak Check:	(total tank system volume)	* 0.0075 =	0	(Allowable Variance)