

## How To Perform Inventory Control (With ATG)

The following is an example on how to perform monthly inventory control with an ATG. Please reference the inventory control worksheet to see how this is done properly. The columns are colored to assist in explaining this process.

### **At the beginning of the day on the first of the month:**

1. Input the beginning of the day automatic tank gauge (ATG) gallon reading in the red start ATG column (2,356 gallons).

### **At the end of the day:**

1. If there were any deliveries you input the total into the blue gallons delivered column (5,000 gallons).
2. Add up the total sales from for the day and put that in the green gallons pumped column (4,000 gallons).
3. Add the red start ATG column (2356 gallons) to the blue gallons delivered column (5,000 gallons) and subtract the green gallons pumped column(4,000 gallons) and this will be put in the yellow book inventory column (3,356 gallons).
4. Get the final gallon reading from your ATG (3,345 gallons), and put that number in the orange final ATG inventory column.
5. Then subtract the yellow column (3,356 gallons) from the orange final ATG column (3,345 gallons) and input that in the grey daily over or short column (-11 Gallons).
6. The next day start all over again by carrying the previous days orange final ATG reading (3,345 gallons) and put it in the red start ATG inventory and continue the process.
7. If there were any deliveries prior to reopening the next morning the deliveries need to be added to the next days delivery numbers.

### **At the end of the month complete the leak check formula:**

1. Add up the green gallons pumped column for the month (4,000 gallons).
2. Multiply the gallons pumped by .01 (40 gallons).
3. Add 130 gallons. This is your final leak check number (170 gallons)
4. Add up your grey, total gallons over and shorts for the month (-11 gallons)
5. Compare the final leak check number (170) to the over/short (-11 gallons) to determine if there is a leak. If the gallons over/short is more than the leak check number and this occurs two consecutive months, you need to notify this agency of a suspected release.

FACILITY NAME: \_\_\_\_\_

TANK CONTENTS: \_\_\_\_\_

Date of this Month's Water Level Check \_\_\_\_\_

AMOUNT OF WATER (INCHES): \_\_\_\_\_

Date	Start ATG Inventory	+	Gallons Delivered	-	Gallons Pumped	=	Book Inventory	End ATG Inventory Gallons	Daily Over or <Short>	Initials
1	2356		5000		4000		3356	3345	(11)	
2	3345						0		0	
3	0						0		0	
4							0		0	
5	0						0		0	
6	0						0		0	
7	0						0		0	
8							0		0	
9	0						0		0	
10	0						0		0	
11	0						0		0	
12	0						0		0	
13	0						0		0	
14	0						0		0	
15	0						0		0	
16	0						0		0	
17	0						0		0	
18	0						0		0	
19	0						0		0	
20	0						0		0	
21	0						0		0	
22	0						0		0	
23	0						0		0	
24	0						0		0	
25	0						0		0	
26	0						0		0	
27	0						0		0	
28	0						0		0	
29	0						0		0	
30	0						0		0	
31	0						0		0	
Total Gallons Pumped					4000		Total Gallons Over or Short			(11)

**Total Gallons Pumped**

LEAK CHECK ( 4000 )X 0.01 + 130 = ..... 170

Total of "Daily Over or Short" is Larger than the "Leak Check" Result: NO

If Answer is "YES" Two Months in a Row, Notify Regulatory Agency

Keep this Piece of Paper on File for at Least One Year