

Gasoline Inventory Tracking & Verification Worksheet

Month & year		Facility							
Type of product		Address							
Tank capacity		Tank number							
date	opening inventory (in/ gal)	amount delivered	amount sold	calculated inventory	closing inventory	daily variance (±)	cumulative variance (±)	water depth (to 1/8 in)	initials
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
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21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
Totals									
If using inventory control, allowable variance-->							Meets requirements?		Y N

Using the worksheet

(Copy as needed)
 To use this worksheet, record gasoline amounts in gallons every day for opening inventory, amount delivered into the tank, amount sold and closing inventory. When checking for water in the tank, record water depth to 1/8 inch. Initial entries for each day.

To keep track of monthly throughput and perform inventory verification, do these calculations as follows and record the amounts on the worksheet:

- Monthly total gasoline delivered or sold for this tank = sum of gasoline delivered or sold on all days during the month
- Monthly gasoline throughput = total gasoline delivered or sold during the month
- Calculated inventory = opening inventory + amount delivered - amount sold
- Daily variance = closing inventory - calculated inventory
- Monthly total variance = sum of daily variances for all days of the month
- Cumulative variance = yesterday's cumulative variance + today's daily variance
- For inventory control, allowable variance = 0.005 x monthly total gasoline sold

Inventory verification—reconcile measurements every month to determine whether:

- a leak detection method has failed
- unauthorized product mixing has occurred
- theft of product has occurred