

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. If you are using the annual inventory control spreadsheet the math will be done for you as well as the end ATG numbers will carry over from the final reading to the start ATG column for the next day.

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). This is the amount of product that is in the tank.

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 place 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 day's delivery numbers.

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

1. Add up the green gallons pumped column for the month (44314).

2. Multiply the gallons pumped by .01 (443 gallons).

3. Add 130 gallons. This is your final leak check number (573 gallons)

4. Add up your grey, total gallons over and shorts for the month (258 gallons)

5. Compare the final leak check number (573) to the over/short (258 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	+	Gallons	-	Gallons	=	Book	End ATG Inventory	Daily Over or <Short>		
	Inventory		Delivered		Pumped		Inventory	Gallons			
1	2356		5000		4000		3356	3345	(11)		
2	3345		0		1200		2145	2130	(15)		
3	2130		4000		1500		4630	4600	(30)		
4	4600		0		1245		3355	3415	60		
5	3415		0		2350		1065	1000	(65)		
6	1000		4000		1200		3800	3900	100		
7	3900		0		1895		2005	2300	295		
8	2300		3000		1905		3395	3205	(190)		
9	3205		0		1435		1770	1900	130		
10	1900		4000		2300		3600	3400	(200)		
11	3400				1756		1644	1700	56		
12	1700		5000		850		5850	5845	(5)		
13	5845				450		5395	5405	10		
14	5405				1245		4160	4162	2		
15	4162				1400		2762	2769	7		
16	2769				659		2110	2095	(15)		
17	2095				1760		335	300	(35)		
18	300		5000		456		4844	4700	(144)		
19	4700				2400		2300	2495	195		
20	2495				1230		1265	1260	(5)		
21	1260		4000		1456		3804	3700	(104)		
22	3700				936		2764	2835	71		
23	2835				756		2079	2076	(3)		
24	2076				463		1613	1600	(13)		
25	1600				725		875	850	(25)		
26	850		5000		876		4974	4985	11		
27	4985				2650		2335	2339	4		
28	2339				1243		1096	1099	3		
29	1099		5000		1850		4249	4200	(49)		
30	4200				1100		3100	3100	0		
31	3100				1023		2077	2300	223		
			Total Gallons Pumped				44314			Total Gallons Over or Short	258

Total Gallons Pumped

LEAK CHECK 44314 **X** 0.01 + 130 = 573.14

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