

**Town of Northfield  
Gas and Diesel Procedures  
September 17, 2009  
Revised April 28, 2015**

The Town of Northfield has agreed to assume responsibility for operating the underground storage tank co-owned by members of the UST Committee.

**ACCESS TO GAS AND/OR DIESEL:**

The only way to turn on the pumps is with a key. All keys are assigned an account number.

**READINGS:**

The Fuel Tank Measurements (dipstick readings) are taken on Mondays and Thursdays by the Town of Northfield Highway Department personnel. Quantities are checked on Conversion Chart 4000 Gallon and 8000 Gallon, (Serial Number M563482, Model # ELC12096-8K/4K).

**MONTHLY REPORTS:**

After the weekly readings are totaled, a monthly report is generated that shows how much gasoline or diesel has been used by each account (keyholder).

**MONTHLY BILLING:**

The Town of Northfield Highway Department provides a monthly diesel and gasoline usage report to the WRSD and WRSD is responsible for billing and collection of the monies due.

**MAINTENANCE:**

Monthly maintenance inspections as required by NH DES are performed by the Northfield Highway Department personnel. The reports are kept on file at the Northfield Highway Garage office and are available for review by anyone. NH DES reviews these report periodically.

Annual inspections are performed by NH DES.

The Town of Northfield will provide trained and certified UST operators as required under RSA 146-C:17 on behalf of all the owners of the underground storage tanks.

Spill kits are maintained as per NH DES requirements and all highway department personnel are trained on their use.

There is an emergency stop switch located at the Northfield Highway Garage.