

INSTRUCTIONS FOR COMPLETION OF FORM RMS-19
"STORAGE INSTALLATION MANIFEST SHEET"

Use these instructions for completing Form RMS-19, "STORAGE INSTALLATION MANIFEST SHEET". It is required that the permittee keep an accurate record of the amount of each residual which is delivered to and removed from each storage installation. Use the STORAGE INSTALLATION MANIFEST SHEET to record and report these actions. Use a separate sheet for each storage installation.

IDENTIFICATION:

- * Enter the name of the STORAGE INSTALLATION.
- * Enter the name and NJPDES number of your operation.
- * Enter the monitoring period which this report summarizes.

If more than one STORAGE INSTALLATION MANIFEST SHEET is required to report all deliveries or removals from a given storage installation for a given monitoring period, then the storage installation name, operation, NJPDES number, and Month/Year should be entered on each sheet, and shall be clearly labeled as an addendum to the first. NOTE: It is required that the quantity of material received from each NJPDES permitted source be individually tracked and reported separately, as its own action, on this form. All other sources of material (i.e., from individual home septic systems, porta-potties and restaurant grease traps) received may be totaled daily and reported on this form as one action.

MANIFEST INFORMATION

- Column A: Enter DATE of removal/delivery of residual to/from this storage installation.
- Column B: Enter the PREVIOUS BALANCE of the amount of residuals in this storage installation before the removal/delivery took place.
- Column C: Enter the AMOUNT of residuals ADDED OR REMOVED from this storage installation. Addition of material is indicated with a "+", and removal is indicated with a "-".
- Column D: Enter the SOURCE of the residuals, if the action reported is a delivery ("+"). Enter the DESTINATION of the residuals if the action reported is a removal ("-"). When material, which comes from a NJPDES permitted site, is added, or when material is removed for ultimate management, the name and NJPDES number of the site should be entered here.
- Column E: Enter the BALANCE of material remaining in the storage installation after the action is completed. This value should equal the PREVIOUS BALANCE plus the addition or minus the removal of residuals reported on any given line.

IDENTIFICATION

STORAGE INSTALLATION: _____

OPERATION: _____

NJPDES #: _____

MONTH/YEAR _____

The permittee shall complete the information required below for each Treatment Works Approved (TWA) residual storage installation associated with your operation. This form should be completed and then kept on file.

	(A)	(B)	(C)	(D)	(E)
	DATE OF ACTION	PREVIOUS BALANCE (Gallons or Yds ³)	AMOUNT ADDED (+) OR REMOVED (-)	RESIDUAL SOURCE OR DESTINATION (Include NJPDES Permit No. if applicable)	BALANCE
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____
15.	_____	_____	_____	_____	_____
16.	_____	_____	_____	_____	_____
17.	_____	_____	_____	_____	_____
18.	_____	_____	_____	_____	_____
19.	_____	_____	_____	_____	_____
20.	_____	_____	_____	_____	_____
21.	_____	_____	_____	_____	_____
22.	_____	_____	_____	_____	_____
23.	_____	_____	_____	_____	_____
24.	_____	_____	_____	_____	_____
25.	_____	_____	_____	_____	_____