

STATE OF NEW YORK - DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Instructions for the Major Petroleum Storage Facility Schedule of Deliveries Form

GENERAL INFORMATION

FILING REPORTS - The Schedule of Deliveries form provides detail in support of the barrels reported on the Major Petroleum Facility License Fee report. Each delivery must be reported on a separate line. This schedule must accompany the Major Petroleum Facility License Fee Report which is due no later than the twentieth day of the month immediately following the month being reported on.

INSTRUCTIONS

Enter the facility data as it appears on the Major Petroleum Facility License Fee report.

Shipment Date - Enter the date the shipment was received by the facility

MOSF # - Enter the MOSF # of the facility the product was shipped from if you are a secondary recipient of the product in NYS. This information will be on the Secondary Transfer Certificate for this delivery. If you are the first MOSF recipient in NYS, please leave this column blank.

Supplier Name - Enter the name of the MOSF facility if you have received a Secondary Transfer Certificate for this shipment, otherwise enter the company name of the supplier.

Supplier Address - Enter the address of the MOSF facility if you have received a Secondary Transfer Certificate for this shipment, otherwise enter the company address of the supplier.

Mode of transport - Enter the method the product was received by. Example: Rail, Truck, Pipeline, Barge, Ship

Product Type - Please enter a description of the product that was received.

Gallons Received as First Recipient - Enter the quantity of product received for the shipment in gallons @ 60 degrees Fahrenheit.

Gallons Received as Secondary Recipient - If you are not the first MOSF recipient of the product in NYS, enter the quantity received in gallons @ 60 degrees Fahrenheit. You should also have a Secondary Transfer Certificate on file for this shipment.

Total For This Page - This is the total of all deliveries listed on this page.

Total of Additional Pages (If Needed) - If you need additional sheets to record deliveries received for the month, the total of page 2 thru the last page will be entered on this line.

Total of All Pages - This is the total of all pages used to report deliveries for the month. The total of the column "Gallons Received as Secondary Recipient" divided by 42 must equal the number of barrels reported on the Major Petroleum License Fee monthly report line 3. Report full barrels only. The combined total of the columns "Gallons Received as First Recipient" and "Gallons Received as Secondary Recipient" divided by 42 must equal the number of barrels reported on the Major Petroleum License Fee monthly report line 1. Report full barrels only.

Please enter the name, title and phone number of the authorized person filling out the form. The form must also be signed and dated when completed.

This form must be submitted with your monthly Major Petroleum Facility License Fee report and remittance if applicable to the following address:

NYS Department of Environmental Conservation, Regulatory & Petroleum Transfer Fee Unit, 625 Broadway 10th Floor, Albany, NY 12233-5013

Please call (518)402-9340 if you have any questions regarding this form.