



Arctic Development
Library

Petroleum Products Contractor's Manuel
Type of Study: Reference Material
Date of Report: 1986
Author: G.n.w.t. - Government Services
Catalogue Number: 9-5-361

PETROLEUM PRODUCTS CONTRACTOR'S
MANUEL

Sector: Reference Material

9-5-361

Reference Material

PETROLEUM PRODUCTS
CONTRACTOR' S MANUAL

NWT
GG
PPD
Pet
1986

Petroleum Products
CONTRACTOR'S MANUAL

Issued by: Petroleum Products Division
Department of Government Services

January 1986

Government Library
Government of N.W.T.
Lain #
Yellowknife, N.W.T.
X1A 2L9

TABLE OF CONTENTS

Chapter

- 1 General Information
- 2 Driver
- 3 Contractor, Daily
- 4 Contractor, Weekly
- 5 Contractor, Monthly
- 6 Other Jobs

	Page
1. GENERAL INFORMATION	
A. Contractors Responsibility	1
B. Products	2
C. Meters	2
D. Cash or Credit	3
E. Money	3
F. Regional Offices	3

GENERAL INFORMATION

In small communities where there is no commercial market for petroleum products, the NWT **Government** provides for the sale of fuel. The Petroleum Products Division, Department of Government Services, handles this by:

- . providing tanks and a tank farm for storing product
- . providing delivery trucks (leased to contractor), meters, and other delivery equipment
- . buying and ensuring the delivery of the product to the community
- . hiring a contractor to care for and sell the various petroleum products
- . keeping an eye on the tank farm and helping with problems

A) CONTRACTORS RESPONSIBILITIES

- a) The various works or services required under this manual are to be carried out and completed to the full satisfaction of the Chief of Petroleum Products.
- b) The Contractor has certain responsibilities for fuel sales:
 - . to deliver petroleum products to authorized customers
 - . to record those sales on government forms, accurately and promptly
 - . to reconcile the paperwork daily
 - . to send records of all deliveries and a cheque for cash sales weekly to the Regional Petroleum Products Office

- c) The contractor also has responsibilities for equipment and safety:
- to make sure that all equipment **is kept in good condition** and is working properly
 - **to check regularly on the tanks, looking for , leaks or problems**
 - to check fuel levels in all tanks regularly
 - to report any problems Immediately to the Regional Petroleum Products Officer.
 - to be sure the work is properly done even in the contractor's absence

B) PRODUCTS

- a) The government handles six different petroleum products. The products are assigned a number, and this product code is used on meter tickets and reports instead of the product name. P-SO has three different product codes, depending on the use it is put to. There are different taxes for different uses.

- b) The product codes are:

- 1 P-so, Heating Fuel
- 2 P-SO, Diesel Fuel
- 3 P-SO, Aviation Fuel
- 4 Gasoline
- 5 100/130 Av-Gas
- 6 Turbo B
- 7 Naptha (in cans)
- 8 Turbo A
- 10 Diesel - NCPC direct line

C) METERS

- a) There are meters on delivery trucks and on fuel dispensers. Each meter has a part that **is used to measure the amount of a single sale**. This part of the meter **must always be zeroed out before a delivery**.
- b) The other part of the meter is the totalizer. It measures all of the fuel that is dispensed -- in total. Every morning and night, the totalizer numbers are written on the Weekly Sales Report. These numbers help keep track of the amount of fuel sold.

D) CASH OR CREDIT

- a) Sales may be for cash or on credit, but there are strict rules about credit sales.
- b) Credit sales are made only to customers approved in advance by the government. A meter ticket is used for these sales. The government sends the customer a bill.

E) MONEY

- a) The contractor collects money for cash sales and sends it to the government. The government collects money for credit sales.
- b) When the total of all sales is calculated, the monthly commission on the **sales is also** calculated. A commission cheque is sent to the contractor.
- c) If fuel is lost or unaccounted for, the contractor must pay for the fuel lost. An exception is loss of fuel caused by normal evaporation and shrinkage. This is called a loss allowance and shall not exceed 3 1/2% for P-SO and turbo fuel, 5% for gasoline and aviation gasoline.
- d) When spills are promptly reported, **there** may not be a charge for the fuel lost. (Read chapter 5 for more information).
- e) If the government overcharges the contractor and the contractor has **paid**, the government will pay 2% a month interest on the refunded amount for the **period it** was held. In the same way, any money not sent to the government by the contractor is subject to interest at 2% a month on the "amount outstanding.

F) REGIONAL OFFICES

- a) **All** questions, problems, and reports **should** be directed to the Regional Petroleum Products Office. Here are the addresses and phone numbers:

Baffin: Petroleum Products Officer
Government of the **N.W.T.**
Frobisher Bay, **N.W.T.**
XOA OHO
(819) 979-6853

Fort Smith: Petroleum Products Officer
Government of the **N.W.T.**
Box 5
Fort Smith, **N.W.T.**
XOE OPO
(403) 872-7277

Inuvik: Petroleum Products Officer
Government of the **N.W.T.**
Bag Service No. 1
Inuvik, N.W.T.
XOE OTO
(403) 979-7159

Keewatin: Petroleum Products Officer
Government of the **N.W.T.**
Bag Service 002
Rankin Inlet, **N.W.T.**
XOC OGO
(819) 645-2466

Kitikmeot: Petroleum Products Officer
Government of the **N.W.T.**
Cambridge Bay, **N.W.T.**
XOE OCO
(403) 983-2335

DRIVER

DRIVER

	Page
1. Handling Meter Tickets	1
2. Deliveries	2
A. Truck	2
B. Start of the Day	2
c. Prepare Tickets and Memos	2
D. Colour Code System	3
E. The Delivery	3
F. Customer Signature	4
G. End of Day	4
. Sample 1: Meter Ticket	5
3. Credit Sales	6
A. Who Gets Credit	6
B. Meter Tickets	6
C. Deliveries	6
4. Cash Sales	7
• Sample 2: Cash Sales Memos	8
5. Once A Month	9

1 HANDLING METER TICKETS

- a) Each meter ticket has **its** own number. The Government keeps records of where each meter ticket went, and they make sure it comes back.
- b) Part of your job is to make sure:
 - . that all the meter tickets are safe
 - . that no tickets get lost
 - . that spoiled tickets are returned.
- c) Always use the ticket with the lowest number first. Use the tickets in numeric order.
- d) If a ticket is lost or destroyed, report this to the contractor.
- e) If you make any mistake, write VOID across the ticket. Give all copies to the contractor.
- f) Every meter ticket **must be stamped by the meter printer** to show the metered amount of fuel.

2. DELIVERIES

A) TRUCK

- a) Before starting out, do a truck inspection:
 - Check oil.
 - Check tires.
 - Check gas.
 - Check lights.
 - Check fire extinguisher.
- b) A **fire** extinguisher must be mounted on the truck at all times. Check to be sure it is charged. If it isn't charged, report to the contractor.
- c) Fill the truck with fuel if you need to. While at the tank farm check that everything is locked up and in good condition.
- d) Report any problems you find with the truck or tank farm.

B) START OF THE DAY

- a) Write down the **totalizer** number from the truck's meter before you start deliveries.
- b) "Write down the totalizer number from the gasoline dispensing pump before unlocking it.
- c) **Make** sure you have a ball-point pen.
- d) Plan where to **make** fuel deliveries today. If you use a **colour-code** system, the **plan** is already made. .

C) PREPARE TICKETS AND MEMOS

- a) **Get** enough meter tickets for the credit deliveries today.
- b) If there are any cash sales, pick up the filled-in cash sales memos.

- (c) Before the delivery, fill out the meter ticket:
- . settlement code
 - . delivery date
 - . name of customer and some identifying information (like aircraft number or name of government department)
 - . unit number
 - . product.

See the sample meter ticket **in** Example 1. (Page 5)

D) COLOUR-CODE SYSTEM

- a) Find today's **colour** on the index.
- b) On the delivery board, find the **colour** and the section for your truck.
- c) Take out all the plastic cards from this section.
- d) Get as many meter tickets as there are plastic cards.
- e) Use the address-o-graph to put on each meter ticket the settlement code, name, and address of customer, and unit number.
- f) Return the plastic cards to the delivery board.
- g) Write the delivery date and product code on each meter **ticket**.

E) THE DELIVERY

- a) Be sure the meter ticket or cash sales memo is filled in.
- b)** Before dispensing fuel:
 - . put the meter ticket or memo inside the meter


- (c) Dispense the correct amount of fuel.
- (d) After delivery **is** complete, **turn** handle on meter to stamp the amount on the **ticket** or memo.
- (e) Remove the ticket or memo from the meter.
- (g) Write on the meter ticket or memo the amount delivered -- in the boxes called **QTY** DELIVERED.
- (h) Sign the meter ticket or cash sales memo.

F) CUSTOMER SIGNATURE

- a) You must get a customer signature for every NCPC delivery and for every unit that is not automatic delivery.
- b) Give the customer copy 4 of the meter ticket. For cash **sales**, give the customer copy 1 of the memo.

G) END OF DAY

- a) After all deliveries are complete:
 - 1) Write down the **totalizer** number from the "**truck's** meter.
 - 2) Write down the **totalizer** number from the gasoline dispensing pump after you lock it.
 - 3) Take to the office:
 - . all the meter ticket copies
 - . the two **totalizer** numbers (start and end) from the truck's meter
 - . the cash sales memo copy 2s
 - . the two **totalizer** numbers from the gasoline dispenser.



METER TICKET

Petroleum Products Division

MET ID

No. 022011

DATE DAY MONTH YEAR

BLM

ACCOUNTING - INPUT

PRODUCT TYPE (R - ONE ONLY)

01	HEATING FUEL
02	DIESEL FUEL MOTIVE
03	P-80 AVIATION FUEL
04	BASOLINE
05	100 130
06	TURBO B
07	DIAPHTH
08	TURBO A-1
09	DIESEL FUEL - NON-MOTIVE

QUANTITY DELIVERED LITRES									
---------------------------	--	--	--	--	--	--	--	--	--

REF NO.									
---------	--	--	--	--	--	--	--	--	--

EXAMPLE 1: SAMPLE METER TICKET

3. CREDIT SALES

For a "credit **sale**" the customer charges the fuel purchase, receives an invoice from the government, and pays the government.

A) WHO GETS CREDIT?

- a) The only people who get credit are ones listed on the Approved Credit List from Yellowknife.
- b) If credit has been **cancelled**, the person is listed on the Credit Suspension List. Don't make any credit sales to people on this list.

B) METER TICKET

- a) Use a meter **ticket** for every **credit** sale.
- b) Do not use a **meter ticket** for cash sales.

C) DELIVERIES

- a) Check the Credit Suspension List every day. **Make** sure you don't give credit to a person on the list.
- b) Don't accept cheques or cash from credit customers. They should wait for an invoice to come in the mail.

NOTE: See Chapter 3, page 3 for further explanation of "Credit Sales".

4. CASH SALES

- a) The control of cash sales is **the** responsibility of the contractor in your settlement.
- b) Remember that meter tickets are never used for cash sales. For **anyone not on the Approved Credit List**, use a cash sales memo. A sample is shown in Example 2. (Page 8)
- c) The product should be paid for before the delivery. Sometimes the customer pays with dollar bills and sometimes with a **cheque** -- both of these are called cash sales. The **cheque** would always be payable to the contractor -- never to the NWT Government.
- d) The cash sales **memo** has five **parts**. After **delivery** the driver signs the memo and **gives** copy # 4 (yellow)-to the customer. Contractor retains copy # 5 (buff). Remaining 3 **copies** are sent to the Regional **P.O.L.** Office. Distribution of these 3 **copies** is: # 3 (Pink) Regional Office, # 2 (Blue) and # 1 (**white**) forwarded to Headquarters Accounting Office.

NOTE: See Chapter 3, page 6 for further explanation of "Cash Sales".,

METERREADING



PETROLEUM PRODUCTS
CASH SALES MEMO

PRODUCT CODE **44** NAME **GASOLINE**

QUANTITY	UNIT PRICE	AMOUNT
23 LITRES	.62	14.26
151301 TOTAL		14.26

DISPENSER'S SIGNATURE *[Signature]* DATE 26/04/82

PRINT 1001 - 06/1980 COPY 1 - P.O.L. CONTRACTOR
2 - CO-OP
3 - CUSTOMER P.O.L. 10 32814

EXAMPLE 2. CASH SALES MEMO

5. ONCE A MONTH

- a) The day the contractor does his monthly inventory, the driver has some extra duties:
- b) 1) Make sure the truck is either full or empty.
2) Tell the contractor if the truck is full or empty.
3) Write down the **totalizer** numbers from:
- . truck meter
 - . gas dispenser meter
 - . P50 dispenser meter
 - . all other dispenser meters
- c) In some settlements, the driver must also:
- 1) Gauge all tanks.
2) Count all drums and packaged products.
3) Report these numbers to the contractor.
Chapter 6 explains how to gauge tanks.
- d) Report any problems you find to the contractor.

CONTRACTOR
DAILY

CONTRACTOR, DAILY

	Page
1. Contractor Before Deliveries	1
A) Meter Tickets	1
B) Opening Readings	1
C) Credit Suspension List	1
D) Inspection	2
2. Credit Sales	3
• Sample #3: Customer/Unit Status Report	4
• Sample #4: Credit Suspension List	5
3. Cash Sales	6
• Sample #5: Retail Price List	8
4. End of the Day	9
A) Talk to Driver	9
B) Totalizers	9
C) Reconcile Cash	10
D) Meter Tickets	11
E) Weekly Sales Report Section	11

1. CONTRACTOR
BEFORE DELIVERIES

A) METER TICKETS

- a) The contractor is responsible for all the meter tickets sent to him:
 - 1) Keep a record of the numbers of the tickets you have received and those you have returned to the Regional Office.
 - 2) Store blank meter tickets in a safe, locked place.
 - 3) Hand out blank tickets to the driver in the morning. Be sure to start with the low numbers first. Keep a record of the numbers you hand out.

B) OPENING READINGS

- a) . Be sure the driver reads the **totalizers** on the truck and the gas dispenser before delivering any fuel .
- b) You need these opening readings for the Weekly Sales Report.

C) CREDIT SUSPENSION LIST

- a) When you get a new Credit Suspension List, read **it** carefully. **Tell** the driver about any changes in credit customers. (see example 4, pages 5)
- b) Only credit customers approved by the NWT Government can charge up fuel purchases. Sometimes, credit privileges are taken away. Then the customer's name is printed on the Credit Suspension List.

- c) If you sell on credit to any customer who is not approved for credit or who is named on the Credit Suspension List, collection of the amount is your responsibility. If you can't collect, then you must pay for the fuel.

D) INSPECTION

- a) Check the tank farm daily. Make sure that all dispensers and tank farm valves are locked when not in use. (The locks are provided by the Petroleum Products Officer) Check that all tank vent hatches and gauge hatches are in place. If you notice any damage, report it immediately (chapter 5, page 13).

2. CREDIT SALES

a) Here's how **credit** works:

- 1) A customer who wants to **charge fuel** purchases writes to Petroleum Products in Yellowknife.
- 2) If approved, the customer's **name** appears on the Customer/Unit Status Report (Example 3). Do not sell fuel on credit **until** the name is printed on this report; unless **you** are advised by phone to do so by the Regional Officer and are given a unit numbers.
- 3) Deliver fuel and stamp meter tickets.
- 4) Give customer copy 4 of the **ticket**, but do not accept any payment.
- 5) Batch and send meter tickets 'to' the Regional Office. (Read chapter 4, **page 5**)
- 6) Customer mails payment to **Yellowknife** along with the invoice.
- 7) If the customer fails to pay, the name is printed on the Credit Suspension List (Example 4).
- 8) When **you receive a suspension list** with his name on it, do **not make** any more credit sales to the customer -- until the name is printed on the Credit List again. ;;

b) There are two very important points to remember.
(1) Give credit only to customers approved by Petroleum Products. (2) Complete and send in a meter ticket for every credit delivery.

NOTE : See Chapter 2, page 6 for further details on "Credit Sales"

CUSTOMER NAME		S.S.N.	ADDRESS	UNIT NO.	DESCRIPT	DEL. AREA	PRODUCT	CAPACITY/LTR.
THE FELICION ORDER OF STATE		8000000070	FORT Aaa,	3726		2	01 PSD-HTG	10,000.0
ATTN: SISTER MARY EDWARD								
THEBACHA COLLEGE		8000000453	BOX 600	74025	DRIVE/LBST/VEH		04 GASOLINE	150.0
ATTN: DON BRAMMI GAN								
TALITA DEVELOPMENTS		8000000597	FT NORMAN		CSALE Cash Suet		01 PSD-HTG	25,000.0
ATTN: P.O. L. CONTRACTOR (C/SALES)					CSALE CASH SALES	2	02 PSD-DSL	46,600.0
					CSALE CASH SALES		03 PSD-AVM	20,000.0
					CSALE CASH SALES		04 GASOLINE	20,000.0
					CSALE CASH SALES		07 NAPHTHA	10,8e8.0
TALITA DEVELOPMENTS LTD		8000000608	FT NORMAN	77020	EQUIPMENT	1	01 PSD-HTG	2,000.0
				77020	EQUIPMENT	1	02 PSD-DSL	1,150.0
				77020	VEHICLE	1	04 GASOLINE	800.0
				77020	VEHICLE	1	07 NAPHTHA	80.0
UNDERWOOD McLELLAN & ASSOC		8000075434	17007-107 AVE	07050	ICI U-	2	0 4 GASOLINE	200.0
ATTN: EDWIN TSYLOR								
URSUS AVIATION		8000000355	FORT NORMAN	07040	TRAILER	0 1	01 PSD-HTG	1,100.0
				07040	VEHICLE		04 GASOLINE	800.0
				07040	UTILITY WATER		07 NAPHTHA	100.0
YMALETAS BROTHERS CONST		3000074596	49210	79210	NAPHTHA		01 PSD-HTG	2, 275.0

EXAMPLE 3. MAP OF CUSTOMER/UNIT STATUS REPORT

P.O.L. CREDIT SUSPENSION

Date

Region

(Globe means all regions.)

Community			
number*	date credit cut off	customer name	unit number

* means this is a new name on the list

EXAMPLE 4: MAP OF CREDIT SUSPENSION LIST

3. CASH SALES

- a) The control of cash sales in your settlement is **the** contractor's responsibility.
- b) You may make cash sales to anyone. Usually, it works this way:
 - 1) The customer comes to the office and pays for an amount of fuel. Use the Price List to figure out the price, see Example 5. **(Cheques must be payable to the contractor? not to the NWT Government.)**
 - 2) **You** fill out a cash sales memo. (See Chapter 2, page 8, example 2)
 - 3) You keep copy **1** of the memo in the office.
 - 4) For gas, give the customer parts 1,2,3 and 4.
 - . Then he gives these to the person who dispenses gas.
 - . Gas is dispensed and the memo is stamped in the meter.
 - . Person dispensing gas signs the memo and gives the customer part 4 of the memo. .
 - 5) For P-SO, give parts **1,2,3, and 4** to the driver:
 - . He delivers the fuel and the meter stamps the memo.
 - . Driver signs the memo and gives the customer part 4. .

- 6) All parts 1,2 and 3 come to the office to be matched to part 5.
- 7) At the end of the **week, send** all proceeds from cash sales with copies 1,2 and 3 of the cash sales memo Regional Petroleum Products **Office.** **If** these proceeds are sent in late, interest will be charged.

NOTE: See Chapter 2, page 7 for further explanation of "Cash Sales".

03341045-003341045		GOVERNMENT OF THE NORTHWEST TERRITORIES		PAGE 46	
EFFECTIVE AS AT 29JAN86		PETROLEUM PRODUCTS		RUN DATE: JAN 29, 1986	
		RETAIL PRICE LIST			
PRODUCT	DATE EFFECTIVE	CREDIT PRICE	CASH PRICE		
01 PSU-M16	14SEP85	0.6300	U.6300		
02 PSB-DSL	01JAN86	0.7300	0.7300		
03 PSB-AVN	01JAN86	0.6800	0.6800		
04 GASOLINE	01JAN86	0.7000	U.6800		
07 NAPHTHA	30NOV85	1.1400	1.1400		

03341045-003341045		GOVERNMENT OF THE NORTHWEST TERRITORIES		PAGE 47	
EFFECTIVE AS AT 29JAN86		PETROLEUM PRODUCTS		RUN DATE: JAN 29, 1986	
		RETAIL PRICE LIST			
PRODUCT	DATE EFFECTIVE	CREDIT PRICE	CASH PRICE		
10 PSB-DSL NH	01JAN86	0.7849	0.7849		

EXAMPLE 5, MAP OF RETAIL PRICE LIST

4. END OF THE DAY

- At the end of the day, you must check all the paperwork and **fill in** one section of each Weekly Sales Report. (There **is** one **report** for each product). See Example # 6 page 2 Section 4.
- If there were no sales, do the procedure **but** enter 0 for sales.

A. TALK TO DRIVER

- a) Sit down with the driver and **find** out what happened today:
 - Ask about any problems
 - Check the meter tickets that he received this morning? Have they been used starting at the lowest **number**? If **a ticket is** missing, find out what happened to it.
 - Get the totalizer **readings**:

B) TOTALIZERS

- a) Get the opening and closing **totalizer** readings from the driver. You need readings from the truck meter and from the gas dispenser.
- b) Write the **gas** dispenser readings **on** the gasoline Weekly Sales Report. Write the truck meter reading on the P50 sales report.

OPENING METER READING	564098	CREDIT SALES	QUANTITY	EXPLANATION BETWEEN (1) AND (2)	SHORT/OVER
CLOSING METER READING	565532	CASH SALES	QUANTITY	EXPLANATION OF VARIANCE	
QUANTITY PUMPED (1)		TOTAL SALES (2)	QUANTITY		

C) RECONCILE CASH

- a) Separate cash sales memos **by** product. Match to copy 1s. (If there are any copy 1s left, save them for tomorrow).
- b) For one product, add up all the meter readings stamped at the top of sales memos. Write the sum on the Weekly Sales Report as Cash Sales Quantity.

OPENING METER READING	564098	CREDIT SALES	QUANTITY	EXPLANATION BETWEEN (1) AND (2)	SHORT/OVER
CLOSING METER READING	565532	CASH SALES	1209 QUANTITY	EXPLANATION OF VARIANCE	
QUANTITY PUMPED (1)		TOTAL SALES (2)	QUANTITY		

- c) Multiply the total quantity times the retail cash price per **litre** (from the price list). This is the dollar value.
- d) Do steps 2 and 3 for the other product.
- e) **Add** the two dollar values.
- f) Count the cash, **cheques**, and money orders received for these cash sales, (not including money for product not delivered -- unmatched copy 1s). This is the total cash in hand.
- g) The total cash in hand must equal the total dollar value.

D) METER TICKETS

- a) Separate meter tickets by product. Store VOID tickets to send **in** with batches.
- b) Check **that** all meter tickets have been **filled** out correctly? that they are **in** number **sequence**, and that they are for **credit** sales only.
- c) For one product, add up all the readings stamped by the meter at the top of the tickets. Write the sum on the Weekly Sales Report as Credit Sales Quantity.

OPENING METER READING	564098	CREDIT SALES	225	QUANTITY	EXPLANATION BETWEEN (1) AND (2)	SHORT/OVER
CLOSING METER READING	565532	CASH SALES	1209	QUANTITY	EXPLANATION OF VARIANCE	
QUANTITY PUMPED (1)		TOTAL SALES (2)		QUANTITY		

- d) Do steps 2 and 3 for the other product.
- e) Send copy 4s of meter tickets **to** customer.
- f) Store meter tickets for weekly batching.
- g) Check and store blank meter tickets. Be **sure that** none are missing. If any ticket is missing, write a note explaining what happened to it.

E) WEEKLY SALES REPORT SECTION

- a) Do **this** procedure for each product, every day:
 - Subtract opening meter reading from closing. Write the number **in** Quantity Pumped.

OPENING METER READING	564098	CREDIT SALES	225	QUANTITY	EXPLANATION BETWEEN (1) AND (2)	SHORT/OVER
CLOSING METER READING	565532	CASH SALES	1209	QUANTITY	EXPLANATION OF VARIANCE	
QUANTITY PUMPED (1)	1434	TOTAL SALES (2)		QUANTITY		

- Add credit sales and cash sales quantities.
 Write the number in Total Sales.

OPENING METER READING	564098	CREDIT SALES	225	QUANTITY	EXPLANATION BETWEEN (1) AND (2)	SHORT/OVER
CLOSING METER READING	565532	CASH SALES	1209	QUANTITY	EXPLANATION OF VARIANCE	
QUANTITY PUMPED (1)	1434	TOTAL SALES (2)	1434	QUANTITY		

- The Quantity Pumped (1) and Total Sales (2) should be the same. If they are not, investigate. Talk to the driver. Check your paperwork. Explain the difference.

OPENING METER READING	564098	CREDIT SALES	225	QUANTITY	EXPLANATION BETWEEN (1) AND (2)	SHORT/OVER
CLOSING METER READING	565532	CASH SALES	1209	QUANTITY	1 libe	
QUANTITY PUMPED (1)	1434	TOTAL SALES (2)	1434	QUANTITY	SPILLAGE	

- Keep the Weekly Sales Report in a handy place for daily entries.

CONTRACTOR
WEEKLY

CONTRACTORS, WEEKLY

	PAGE
1. Weekly Sales Report	1
. Sample #6: Weekly Sales Report	2
A) Take Totals	3
B) P50 Box "A" Procedure	3
C) Check Reading & Sales	3
D) Cash Due	4
E) Send Cash & Reports	4
2. Batching	5
A) Batch Control forms	5
. Sample #7: Picture of Processing	6
. Sample #8: Batch Control Form	7
. Sample 8A: Settlement Codes	8
B) Weekly Sales (Wrapper)	9 ,
C) Sending	10

1. WEEKLY SALES REPORT

- a) The Weekly Sales Report is a three-part form. (See Example 6.) This is an accountable form like the meter ticket. It must be kept in a safe place. All reports must be returned to the regional office even if they contain mistakes and have been marked VOID.
- b) A separate report is kept for each product each week.
- c) Purpose of Report is to report and summarize cash and credit sales on weekly basis.
- d) At the beginning of the week, fill in the top of the report, one for each product. Additional information for P50 product only as per Box A of WSR form. Instruction "B" following "outlines procedure for filling out Box A.

- (i) Product Code as per Chapter '1, page 2
- (ii) Product name e.g. gasoline .
- (iii) 'Date Dispatched" with date forwarded to Regional Office.
- (iv) Complete the week starting date and the week ending date
- (v) Record Contractor name settlement

PRODUCT CODE 4 (i) PRODUCT NAME GASOLINE (ii) and (iii) 25451

DATE DISPATCHED	DA	MO	YR
	01	05	82

FROM	APRIL 26 (iv) 1982	To	MAY 1 (iv) 1982
CONTRACTOR	KK Co-Op. (v)	SETTLEMENT	JOUNAMEIT (v)

- e) Record "opening meter reading" and "closing meter reading" for every day of the week.

Note: Closing meter reading of day 1 becomes opening meter reading for day 2, and closing meter reading for the week must be opening for following week.

- f) Calculate "Quantity Pumped" for each day as follows:
 - Daily Opening meter reading minus daily closing meter reading.



Petroleum Products
Weekly Sales Report

PRODUCT CODE **4** PRODUCT NAME **GASOLINE**

25502
DATE DISPATCHED **01/05/82**

FROM APRIL 26 #82		TO MAY 1 #82			
CONTRACTOR KK Co-op		SETTLEMENT JOUAMEIT			
OPENING METER READING 564098	CREDIT SALES 225 QUANTITY (i)	EXPLANATION BETWEEN (i) AND (ii) SHORT/OVER			
CLOSING METER READING 565320	CASH SALES 1209 QUANTITY (ii)	EXPLANATION OF VARIANCE			
QUANTITY PUMPED (i) 1434	TOTAL SALES (ii) 1434 QUANTITY (iii)				
OPENING METER READING 565532	CREDIT SALES 0 QUANTITY (i)	EXPLANATION BETWEEN (i) AND (ii) SHORT/OVER			
CLOSING METER READING 566112	CASH SALES 578 QUANTITY (ii)	EXPLANATION OF VARIANCE SPILLAGE			
QUANTITY PUMPED (i) 580	TOTAL SALES (ii) 578 QUANTITY (iii)				
OPENING METER READING 566112	CREDIT SALES 366 QUANTITY (i)	EXPLANATION BETWEEN (i) AND (ii) SHORT/OVER			
CLOSING METER READING 566837	CASH SALES 358 QUANTITY (ii)	EXPLANATION OF VARIANCE			
QUANTITY PUMPED (i) 725	TOTAL SALES (ii) 724 QUANTITY (iii)				
OPENING METER READING 566837	CREDIT SALES 225 QUANTITY (i)	EXPLANATION BETWEEN (i) AND (ii) SHORT/OVER			
CLOSING METER READING 567910	CASH SALES 823 QUANTITY (ii)	EXPLANATION OF VARIANCE DEFECTIVE METER			
QUANTITY PUMPED (i) 1073	TOTAL SALES (ii) 1048 QUANTITY (iii)				
OPENING METER READING 567910	CREDIT SALES 0 QUANTITY (i)	EXPLANATION BETWEEN (i) AND (ii) SHORT/OVER			
CLOSING METER READING 568410	CASH SALES 500 QUANTITY (ii)	EXPLANATION OF VARIANCE			
QUANTITY PUMPED (i) 500	TOTAL SALES (ii) 500 QUANTITY (iii)				
OPENING METER READING 568410	CREDIT SALES 0 QUANTITY (i)	EXPLANATION BETWEEN (i) AND (ii) SHORT/OVER			
CLOSING METER READING 568410	CASH SALES 0 QUANTITY (ii)	EXPLANATION OF VARIANCE			
QUANTITY PUMPED (i) 0	TOTAL SALES (ii) 0 QUANTITY (iii)				
PROD. CODE	QUANTITY OVER SALES	# PER LTR	CASH AMOUNT	CREDIT SALES	REMARKS (USE REVERSE SIDE IF ADDITIONAL SPACE IS NEEDED)
				816 (iv)	SIGNED Bob Peters
01				3418 (v)	
02				4284 (vi)	
03				4312 (vii)	
TOTAL					
ENCLOSE CHECK/MONEY ORDER NO. 02487				DATE 01/05/82	AMOUNT 2180.16

BOX 'A'

DISTRIBUTION: WHITE - POL/YR
BUFF - REGIONAL POL OFFICER
PINK - POL CONTRACTOR
THIS FORM TO BE SUBMITTED WEEKLY
POL-40-3884

EXAMPLE # 6 - WEEKLY SALES REPORT

A) TAKE TOTALS

- (a) Record the following:
- (i) **Daily** Credit Sales as Total **Volume** for **all** the meter tickets for the day added together.
 - (ii) Daily Cash Sales as Total Volume from all Cash Sales Memos for the day added together.
 - (iii) "Total Sales" for the day is calculated: **(i)+ (ii)**
 - (iv) Add up the **6 daily** entries for credit sales. Write the total at the bottom in "Weekly Totals, Credit Sales".
 - (v) Add up the **6 daily** entries for cash sales. Write the total at the bottom in "Cash Sales".
 - (vi) "Total Sales" for the week **is** calculated **(iv)+(v)**.
 - (vii) Total "Quantity Pumped" for the week and record the total **in** the lower section for the **WSR**.
 - (viii) **Match** "Total Sales Quantities" to Total "Quantity Pumped" for every day. Indicate variance between* Quantity pumped and total sales Quantity on WSR and provide an explanation.

B) Box "A" of WSR - P50 PRODUCT CASH SALES ONLY

- (a) Box "A" **is** for recording cash Sales and quantities of **P50(02)** and **P50(03)** products. Indicate the \$ value per **litre** and calculate cash amount (**Ont x S per litre**)
- (b) Add Cash amount and quantity for all P50 cash **sales** for each day of the week and record the total **in** box "A" under appropriate product code line.
- c) The Total Quantity (**in** Box A) must match the total "Cash Sales" (per (v) above).

C) CHECK READINGS & SALES

- a) Do this procedure for each product in order to double check your figures:
- 1) Subtract opening meter reading on the first day from the closing meter reading on the last day.
 - 2) Add up the six daily entries for Total Sales.
 - 3) Add up the variances for each day. If any variance is "over," subtract it from the "short" variances. This result is the total variance.
 - 4) Compare the numbers from (1) and (2). The difference **between them must equal the total variance.**

For Example 3, the calculations would look like this:

(i) 568410	(ii) 1434	(iii) 2	(iv) 4312
-564098	578	1	<u>4284</u>
<u>4312</u>	724	<u>25</u>	<u>28</u>
	1048	<u>28</u>	
	500		
	<u>0</u>		
	4284		28=28

D) CASH DUE

- a) The money from cash sales can be sent in as one cheque (or money order) or it can be sent as separate **cheques** for each product. First, we'll talk about the procedure for separate cheques, then we'll talk about **the** differences.
- 1) Multiply Weekly Totals, Cash Sales times the price per **litre**.
 - 2) Copy the calculation in the Remarks area of the Weekly Sales Report.
 - 3) Write a **cheque** (or **buy** a money order) for the **amount** due. Make it payable to the Government of the NWT.

4) At the bottom of the Weekly Sales Report ,
write the number of the cheque (or money
order), the **date**, and the amount.

b) To pay with one **cheque**, **add** together the dollar
amounts of cash sales for all products. At the
bottom of the Weekly Sales Report, write the
cheque information on all the reports, but also
write in the remarks that the **cheque** amount
includes sales for all products.

E) SEND CASH & REPORTS

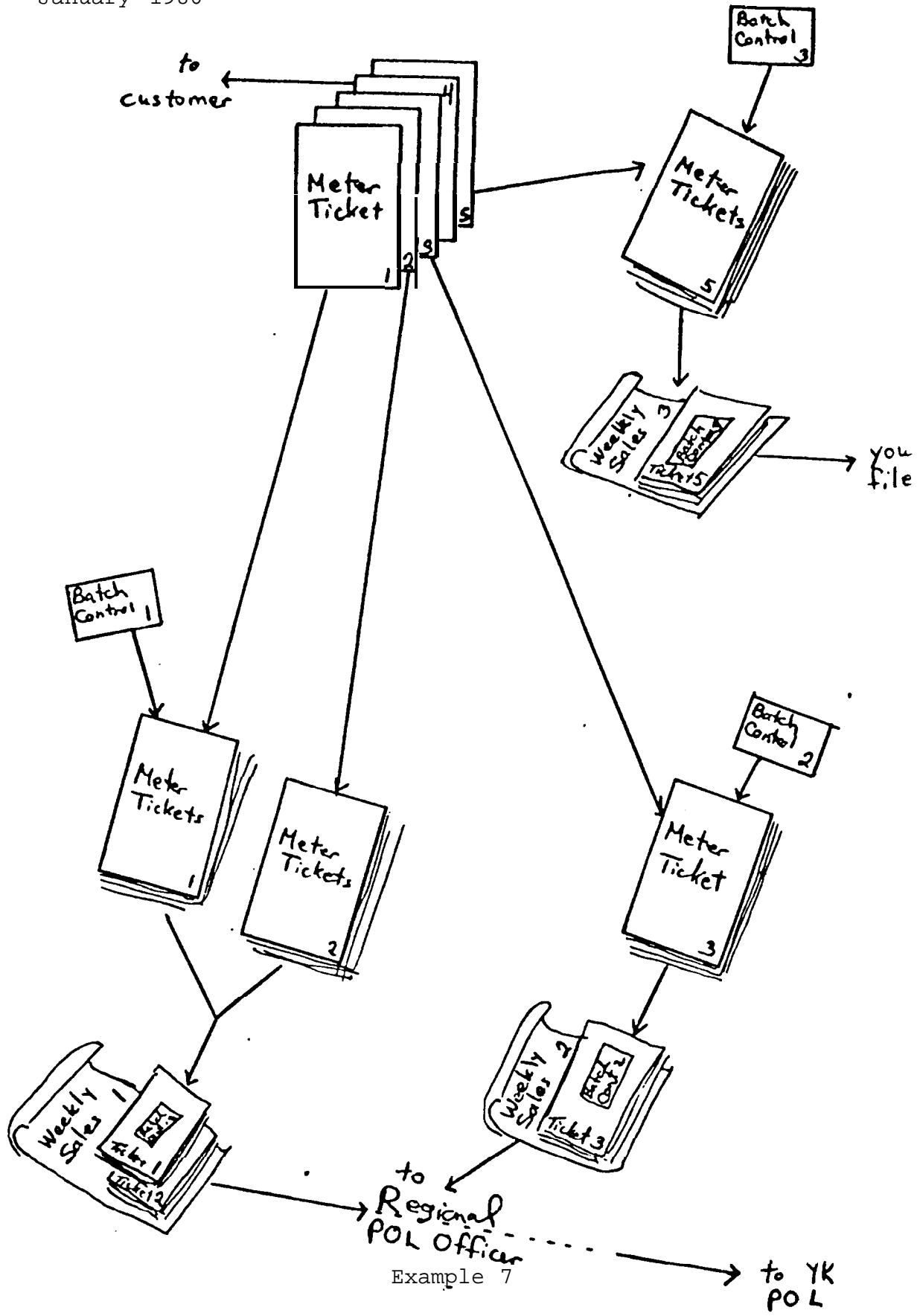
- a) Check the reports again. Is everything filled
in?
- b) Sign each report.
- c) Now do the batching before you separate the
copies of the report. (See chapter 4, page **6**)

2. BATCHING

- a) To get the meter tickets ready to send in, you will divide the tickets into small groups -- called batches. Each batch has a label -- Meter Ticket Batch Control. A picture of the batching process is shown in Example 7.
- b) 1) Make sure that the meter tickets are in piles by product.
 - 2) Take all the tickets in the pile and put them in numeric order.
 - 3) **Split** each ticket into its parts. For each product, you should have a pile of part 1, part 2, part 3, and part 5.
 - 4) If there are more than 25 tickets, make two or more batches -- 25 in a batch. Follow the same procedures for each batch.
 - 5) Put **the** VOID meter tickets at the bottom of the part 1 pile.

A) BATCH CONTROL FORM

- a) The Batch Control Form is an accountable form. Keep them safe. All forms must be returned to " the Regional Office, even those with mistakes, those that have been marked VOID
- b) For each batch, fill out a Batch Control Form (NWT 2400). A sample form is shown in Example 8.
 - (i) Record the 3 digit Settlement Code, see sample **8A, page 8** follows.
 - (ii) Record the number of Tickets in a Batch (maximum 25)
 - (iii) Count the total dollar amount of cheques sent to POL Head Office if any in a batch and indicate the \$ amount on the form.
 - (iv) Complete the mailing date as the date when the batch is mailed to the Regional Office.
 - (v) DO NOT complete the "INPUT DATE" on the form. The date of Batch Entry is stamped on the forms at Head Office.



SETTLEMENT NUMBERS BY REGIONS

2	Fort Smith	3	Inuvik	4	Profisher Bay	5	Rankin	6	Cambridge E
101	Fort Resolution	300	Norman Wells	609	Igloodik	600	Rankin	407	Holman Isla
103	Snowdrift	301	Fort Norman	610	Hall Beach	601	Bakiso Point	501	Coppermine
114	Lac La Martre	302	Fort Good Hope	700	Ford Inlet	602	Chesterfield Inlet	503	Ojos Haven
120	Rae Lakes	303	Fort Franklin	701	Clyde River	603	Baker Lake	504	Spence Bay
126	Senne-lakas	304	Colville Lake	703	Arctic Bay	606	Coral Harbour	505	Felly Bay
201	Jean Marie River	402	Fort McPherson	704	Resolute Bay	607	Papua Bay	600	Cambridge E
202	Mahanni Butte	403	Arctic Red River	705	Grise Fjord	608	Whale Cove	200	
203	Fort Liard	405	Tuktoyaktuk	801	Lake Harbour				
204	Fort Wrigley	406	Sachs Harbour	803	Cape Dorset				
206	Trout Lake	408	Paulatuk	804	Fangnirtung				
				806	Broughton Island				
				881	Sanikiluaq				

999 - ALL SETTLEMENTS ^{LE} - used FOR GLOBAL CUSTOMERS ONLY.


SAMPLE 8A: SETTLEMENT CODES

(vii) WSR #04402

15192

Meter Ticket Batch Control

PETROLEUM PRODUCTS

 Northwest Territories

SETTLEMENT O D	9 9 9 9 9 (i)	MAILING DATE	0 1 0 5 8 2 (iv)
NO. OF TICKETS IN BATCH (MAX. 25)	2 0 (iii)	INPUT DATE	(v)
TOTAL \$ AMOUNT OF CHEQUES ADDRESSED TO GNWT. (iii)	2150.16	(vi) HASH TOTAL	(vii)
		TOTAL QUANTITY DELIVERED (LITRES)	8 1 6 (viii)
		CONTRACTOR'S SIGNATURE	<i>John Doe</i> (ix)
		POL OFFICERS SIGNATURE	_____

GNWT 2400

WHITE YKHO CANARY - REGIONAL no. PINK - CONTRACTOR

EXAMPLE 8: Meter Ticket Batch Control

(vi) Calculate Hash Total of the tickets in a Batch. Hash Total is a total of the serial numbers printed on the tickets.

e.g. MT No. 104001 2 meter ticket numbers
 MT No. 104002 + Added together
Hash Total: 208003

Indicate the calculated Hash Total (for example 208003) in the space shown on Example 8.

(vii) Write the number on the Weekly Sales Report (sample 6) at the top of the batch form.

(viii) Add up the stamped meter amounts on all the tickets in the batch. In the first batch for each product, add the quantity of cash sales deliveries. Put the total in the Total Quantity Delivered box.

(ix) Sign the Batch Control Form.

B) WEEKLY SALES (WRAPPER)

- a) Separate the parts of the completed Weekly Sales Report for this product.
- b) Wrap part 1 of the Weekly Sales Report (and attached cheque) around two piles of meter tickets for that product -- copy 1s and copy **2s of all batches**. Write YK-POL on the outside.
- c) Wrap part 2 of the Weekly Sales Report **around the** copy 3s of meter tickets for this product. Write **Region-POL** on the outside.

- d) Wrap part 3 of the report around the copy 5s. This is your office copy of the batches. File it.

C) SENDING

- a) Put the YK-POL and **Region-POL** bundles in an envelope addressed to the Regional POL Officer.
- b) Send this envelope to the Regional Office on the first available flight. Keep a copy of the transportation company waybill for tracing lost shipments.

CONTRACTOR
MONTHLY

CONTRACTOR, MONTHLY

	PAGE
1. Tank Gauge Report	1
A) Month End	1
B) Joint Dips	1
C) Tank Gauge Report	1
. Sample 9 : Tank Gauge Report	2
. Sample 10 : Tank Detail List	3
D) At the Tank Farm	4
E) Back At The Office	5
. Sample 11 : Tank Table Chart	7
. Sample 12 : Temperature Correction Factor Table	8
F) Checking	10
G) Finish	10
2. Inspections	11
A) Motor Vehicle Inspection Report	11
. Sample 13 : Motor Vehicle Inspection	12
B) Tank Farm Inspection Report	13
. Sample 14 : Tank Farm Inspection	14

1. TANK GAUGE REPORT

A) "MONTH END"

- a) Once a month, all the fuel in the tank farm and trucks **must be measured**. **This is** done at the end of the month or as requested by the Regional Offices.
- b) You should do the measurements at the weekend nearest the end of the month. In this way, the end of a Weekly Sales Report is at the same time as a Tank Gauge Report.
- c) Tank Gauge Reports must be phoned **in** to the Regional Petroleum Products Office before the 28th of the month.

B) JOINT DIPS

- a) **At least twice** a year the contractor and a Petroleum Products representative must gauge all the tanks together. This is done at resupply, at the end of the fiscal year (during March), and at any other **time** that the Regional Petroleum Products Officer directs.

C) TANK GAUGE REPORT

- a) The Tank Gauge Report **is** a three-part form. A sample **is** shown **in** Example 9. It is used for:
 - . recording the measurement of tanks and trucks
 - . recording the count of drums and packaged product
 - . noting the **totalizer** readings
 - . computing product volumes
- b) The first step **is** to fill out the identification blocks. This includes the two lines at the top and the product code and tank number columns. The tank information is printed on your Tank Detail List (Example 10).
- c) **Make** sure the driver has either filled or emptied the truck before you start **measuring**.



TANK GAUGE
 REPORT

ACCOUNTING PERIOD FROM July 15 TO Aug. 15 CONTRACT NUMBER SP0007
 SETTLEMENT NAME SPENCER BAY 4

PRODUCT CODE	TANK NUMBER	GAUGE TAPE MEASURE	WATER MEASURE	TEMPERATURE
4	S0401	0.2 1.1 5	0.0 0.1 1	12
4	S0402	0.1 4.3 1	0.0 0.3 5	14
4	S0403	0.1 1.7 0	0.0 0.1 6	14
4	S0404	0.3 1.2 0	0.0 0.0 6	13
4	S0405	0.0 1.2 1	0.0 0.0 5	15
1	S0406	0.4 5.1 5	0.0 0.1 1	13
1	S0407	0.2 3.4 9	0.0 0.6 7	14

GROSS VOLUME (1)	WATER VOLUME (2)	PRODUCT VOLUME (1)-(2)	TEMP. CORRECTION FACTOR	VOLUME AT 60°F (3) x (4)
57,966	27	57,939	1.0040	58,171
35,278	155	35,123	1.0017	35,183
26,654	23	26,631	1.0017	26,676
86,414	0	86,414	1.0029	86,665
990	8	982	1.0006	983
609,098	1423	607,675	1.0001	608,891
331,814	9463	322,351	1.0013	323,770

METER READING	TANK TANK	TRUCK	DISPENSER
	FUEL OIL	DIESEL	DIESEL
BEFORE THIS PERIOD	81,2225	608196	020138
END THIS PERIOD	82,3577	625539	031413
VOLUME DISPENSED	11,352	17,343	11,275

PRODUCT	TANK TRUCK (VOLUME) (1)	DRUMS (NUMBER) (2)
1 HEATING FUEL	FULL 4646	10
4 GASOLINE	—	—
6 DIESEL FUEL	—	—
7 KEROSENE	—	—
8 TURBO FUEL	—	—
9 NAPHTHA	—	—

DRUMS VOLUME (1)	VOLUME AT 60°F (2)	STOCK TOTAL (1)-(2)
2050	20661	933,711
—	—	—
—	—	—
—	—	—
5945	5945	5945

DATE SUBMITTED 16 08 82
 DISTRIBUTION: 1. POL. TR. 2. REGIONAL POL. OFFICER 3. POL. CONTRACTOR

Example 9

C3341854 - 003341854
 REGION 8 KITIKMEET
 STTL 504 SPEACE EAY

GOVERNMENT OF THE NORTHWEST TERRITORIES
 PETROLEUM PRODUCTS
 MASTER TANK LIST

PAGE
 RUN DATE: JAN 03,
 PERIOD: DEC

TANK NO.	TANK DESCRIPTION	TANK TYPE	HT/LNTH (MTR)	DIAMETER (MTR)		CAPACITY (LITRES)	PROD CODE	CURR STOCK (LITRES)	TABLE REF#	-----TILT----- LITRES PER MM	UPD DA
01	WELDED	M	9.462	3.517	GNWT	91,921.0					
02	WELDED	M	9.468	3.517	GNWT	91,979.0	6	31,920.0	379		10/00
03	WELDED	M	9.219	3.515	GNWT	92,370.0	6	31,801.0	352		10/00
04	WELDED	M	9.212	3.516	GNWT	92,354.0	6	32,045.0	389		18/00
05	WELDED	M	9.244	3.518	GNWT	92,770.0	5	85,155.0	381		18/00
06	WELDED	M	9.235	3.510	GNWT	94,197.0	5	85,648.0	382		10/00
07	WELDED	V	7.328	13.402	GNWT	1,033,747.0	1	495,040.0	384		21/00
08	WELDED	V	7.328	13.402	GNWT	988,136.0	1	751,705.0	383		04/NO
09	WELDED	M	4.893	11.007	GNWT	485,589.0	4	262,377.0	357		21/00
10	AIRPORT	M	5.160	2.478	GNWT	24,883.0	6		355		23/00
11	AIRPORT	M	5.194	2.478	GNWT	24,049.0	6	466,824.0	355		23/00
12	AIRPORT	M	5.161	2.478	GNWT	24,890.0	5		355		23/00
13	AIRPORT	M	5.158	2.478	GNWT	24,875.0	5		356		23/00
14	BOLTED	V	7.328	9.058	NCPC	473,826.0	1		358		23/00
	PIPELINE		100.000	.102		817.0	1		37		23/00
	PIPELINE		384.000	.102		3,186.0	4	STATUS: FULL		DISCHARGE DATE	28/00
	PIPELINE		384.000	.102		3,190.0	4	STATUS: FULL		DISCHARGE DATE	28/00
	PIPELINE		384.000	.102		3,190.0	4	STATUS: FULL		DISCHARGE DATE	05/00
	PIPELINE		.000	.000		3,181.0	4	STATUS: FULL		DISCHARGE DATE	05/00
						.0	7	STATUS: EMPTY		DISCHARGE DATE	05/00

14 ACTIVE TANK(S) PRINTED

•• SUMMARY ••

GNWT	2,021,883.0	1	1,246,745.0
NCPC	473,826.0	1	0.0
GNWT	485,589.0	4	262,377.0
GNWT	329,086.0	5	253,711.0
GNWT	326,204.0	6	742,190.0

EXAMPLE 10. MAP OF TANK DETAIL LIST

D) AT THE TANK FARM

- a) Now it is time to go out and measure product at the tank farm. It is very important to measure all tanks. If there is an undetected leak, it will show in the monthly measurement.
- b) Follow the dipping procedure described in chapter 6, page 19: Dipping tanks.
- c) For each tank, write the gauge tape measure, water measure, and temperature.

PRODUCT CODE	TANK NUMBER	GAUGE TAPE MEASURE	WATER MEASURE	TEMPERATURE
4	S0401	0.2 1.1 5	0.0 0.1 1	12
4	S0402	0.1 4.3 1	0.0 0.3 5	14
4	S0403	0.1 1.7 0	0.0 0.1 6	14
4	S0404	0.3 1.2 0	0.0 0.0 6	13
4	S0405	0.0 1.2 1	0.0 0.0 5	15
1	S0406	0.4 5.1 5	0.0 0.1 1	13
1	S0407	0.2 3.4 9	0.0 0.6 7	14

Total izers

- a) While **you are at the tank farm**, take the total izer reading from the P50 dispenser and from the gasoline dispenser. Write these numbers on the Tank Gauge Report: Meter Reading, End This Period.

METER READING	YANK FARM		TRUCK		DISPENSER	
	FUEL OIL	GASOLINE	FUEL OIL	GASOLINE	100/130	TURBO
BEGINNING THIS PERIOD						
END THIS PERIOD	823577	625539	031413			
VOLUME DISPENSED						

Truck

- a) **You** also need the totalizer reading from the truck. If you have two trucks, you may use the next column for the **totalizer** reading. *Cross* off the word "gasoline" and write "2nd P50 truck."
- b) Find out if the truck is full or empty. Write that information on the report in column 6. Write, too, the amount of fuel in the truck.

Drums

- a) For any product You store in drums, count **the** number of drums. Write the number on the report. Also count the amount of any packaged product.

E. BACK AT THE OFFICE

- a) At the office, you can do the arithmetic to fill out the rest of the report. You need last month's Tank Gauge Report and the tank tables.

Total izer

- a) Find last month's Tank Gauge Report and copy the End **totalizer** readings onto this **month's** report as Beginning.

Compute Volumes

- a) For each tank, find out the Gross Volume:

1) Find the tank table for this tank. (See Example 11.)

<u>LAST MONTH</u>			
METER READING	TANK FARM		FUEL OIL
	FUEL OIL	GASOLINE	
BEGINNING THIS PERIOD	801119	581871	009850
END THIS PERIOD	812225	608196	020138
VOLUME DISPENSED	11106	26825	10288

<u>THIS MONTH</u>				
METER READING	TANK FARM		TRUCK	
	FUEL OIL	GASOLINE	FUEL OIL	GAS
BEGINNING THIS PERIOD	812225	608196	020138	
END THIS PERIOD	823577	625539	031413	
VOLUME DISPENSED				

- 2) Find your tank measurement in the Depth column.
- 3) Read the volume under Capacity. Copy this number under Gross Volume.
- b) For each tank, find out the Water Volume:
- 1) Use the same tank table.
- 2) Find your Water Measurement in the Depth column.
- 3) Read the **volume** under Capacity. **Copy** this number under Water Volume.
- c) Compute the Product Volume by subtracting Water Volume from Gross Volume. Write the Product Volume in **column 3** of the Tank Gauge Report.
- d) Find the temperature correction factor for each tank:
- 1) Look at the Temperature Correction Factor table. (See Example 12.)
- 2) Find the recorded temperature on the **left** side of the table.
- 3) For product codes 1, 2, and 3, find the factor in the middle column. For gasoline (code 4), find the factor on the right side of the table.
- 4) Write the factor in column 4 on the Tank Gauge Report.

003349055 / 03341(5)

GOVERNMENT OF THE NORTHWEST TERRITORIES

PAGE 5

METRIC VERTICAL

PETROLEUM PRODUCTS

RUM DATE: JUNE

HEIGHT : 7P 30CM 3MM
DIAMETER : 9M 05CM 8MM

TANK-TABLE NUMBER 97

(CON'T)

PERIOD: DEC 1

REGION: 6 SETTLEMENT: S06 TANKS: 20

DEPTH M CM	CAPACITY (LITERS)									
	0MM	1MM	2MM	3MM	4MM	5MM	6MM	7MM	8MM	9MM
2 000	128,879	128,944	129,008	129,073	129,137	129,201	129,266	129,330	129,395	129,459
2 010	129,524	129,588	129,652	129,717	129,781	129,845	129,909	129,973	130,037	130,101
2 020	130,166	130,230	130,294	130,358	130,422	130,486	130,550	130,614	130,678	130,742
2 030	130,827	130,891	130,955	131,019	131,083	131,147	131,211	131,275	131,339	131,403
2 040	131,464	131,528	131,592	131,656	131,720	131,784	131,848	131,912	131,976	132,040
2 050	132,101	132,165	132,229	132,293	132,357	132,421	132,485	132,549	132,613	132,677
2 060	132,742	132,806	132,870	132,934	132,998	133,062	133,126	133,190	133,254	133,318
2 070	133,383	133,447	133,511	133,575	133,639	133,703	133,767	133,831	133,895	133,959
2 080	134,024	134,088	134,152	134,216	134,280	134,344	134,408	134,472	134,536	134,600
2 090	134,679	134,743	134,807	134,871	134,935	134,999	135,063	135,127	135,191	135,255
2 100	135,323	135,387	135,451	135,515	135,579	135,643	135,707	135,771	135,835	135,899
2 110	135,960	136,024	136,088	136,152	136,216	136,280	136,344	136,408	136,472	136,536
2 120	136,612	136,676	136,740	136,804	136,868	136,932	136,996	137,060	137,124	137,188
2 130	137,270	137,334	137,398	137,462	137,526	137,590	137,654	137,718	137,782	137,846
2 140	137,910	137,974	138,038	138,102	138,166	138,230	138,294	138,358	138,422	138,486
2 150	138,550	138,614	138,678	138,742	138,806	138,870	138,934	138,998	139,062	139,126
2 160	139,190	139,254	139,318	139,382	139,446	139,510	139,574	139,638	139,702	139,766
2 170	139,830	139,894	139,958	140,022	140,086	140,150	140,214	140,278	140,342	140,406
2 180	140,470	140,534	140,598	140,662	140,726	140,790	140,854	140,918	140,982	141,046
2 190	141,110	141,174	141,238	141,302	141,366	141,430	141,494	141,558	141,622	141,686
2 200	141,750	141,814	141,878	141,942	142,006	142,070	142,134	142,198	142,262	142,326
2 210	142,390	142,454	142,518	142,582	142,646	142,710	142,774	142,838	142,902	142,966
2 220	143,030	143,094	143,158	143,222	143,286	143,350	143,414	143,478	143,542	143,606
2 230	143,670	143,734	143,798	143,862	143,926	143,990	144,054	144,118	144,182	144,246
2 240	144,310	144,374	144,438	144,502	144,566	144,630	144,694	144,758	144,822	144,886
2 250	144,950	145,014	145,078	145,142	145,206	145,270	145,334	145,398	145,462	145,526
2 260	145,590	145,654	145,718	145,782	145,846	145,910	145,974	146,038	146,102	146,166
2 270	146,230	146,294	146,358	146,422	146,486	146,550	146,614	146,678	146,742	146,806
2 280	146,870	146,934	146,998	147,062	147,126	147,190	147,254	147,318	147,382	147,446
2 290	147,510	147,574	147,638	147,702	147,766	147,830	147,894	147,958	148,022	148,086
2 300	148,150	148,214	148,278	148,342	148,406	148,470	148,534	148,598	148,662	148,726
2 310	148,790	148,854	148,918	148,982	149,046	149,110	149,174	149,238	149,302	149,366
2 320	149,430	149,494	149,558	149,622	149,686	149,750	149,814	149,878	149,942	150,006
2 330	150,070	150,134	150,198	150,262	150,326	150,390	150,454	150,518	150,582	150,646
2 340	150,710	150,774	150,838	150,902	150,966	151,030	151,094	151,158	151,222	151,286
2 350	151,350	151,414	151,478	151,542	151,606	151,670	151,734	151,798	151,862	151,926
2 360	152,050	152,114	152,178	152,242	152,306	152,370	152,434	152,498	152,562	152,626
2 370	152,750	152,814	152,878	152,942	153,006	153,070	153,134	153,198	153,262	153,326
2 380	153,390	153,454	153,518	153,582	153,646	153,710	153,774	153,838	153,902	153,966
2 390	154,030	154,094	154,158	154,222	154,286	154,350	154,414	154,478	154,542	154,606
2 400	154,670	154,734	154,798	154,862	154,926	154,990	155,054	155,118	155,182	155,246
2 410	155,310	155,374	155,438	155,502	155,566	155,630	155,694	155,758	155,822	155,886
2 420	155,950	156,014	156,078	156,142	156,206	156,270	156,334	156,398	156,462	156,526
2 430	156,590	156,654	156,718	156,782	156,846	156,910	156,974	157,038	157,102	157,166
2 440	157,230	157,294	157,358	157,422	157,486	157,550	157,614	157,678	157,742	157,806
2 450	157,870	157,934	157,998	158,062	158,126	158,190	158,254	158,318	158,382	158,446
2 460	158,510	158,574	158,638	158,702	158,766	158,830	158,894	158,958	159,022	159,086
2 470	159,150	159,214	159,278	159,342	159,406	159,470	159,534	159,598	159,662	159,726
2 480	159,790	159,854	159,918	159,982	160,046	160,110	160,174	160,238	160,302	160,366
2 490	160,430	160,494	160,558	160,622	160,686	160,750	160,814	160,878	160,942	161,006
2 500	161,070	161,134	161,198	161,262	161,326	161,390	161,454	161,518	161,582	161,646

EXAMPLE 11: MAP OF TANK TABLE

C339065-3033J41

GOVERNMENT OF THE NORTHWEST TERRITORIES
 PETROLEUM PRODUCTS
 TEMPERATURE CORRECTION FACTOR TABLE
 EFFECTIVE 23/12/81

TABLE 1
 TEMPERATURE IN
 DEGREES
 CELSIUS

--- TEMPERATURE CORRECTION FACTOR ---
 P-50 HEATING DIESEL CODES 1,2,3 GASOLINE CODE 4

-75	1.0763	1.1043
-74	1.0754	1.1032
-73	1.0746	1.1020
-72	1.0737	1.1009
-71	1.0729	1.0997
-70	1.0722	1.0985
-69	1.0714	1.0974
-68	1.0706	1.0962
-67	1.0695	1.0951
-66	1.0687	1.0939
-65	1.0678	1.0928
-64	1.0670	1.0916
-63	1.0661	1.0905
-62	1.0653	1.0893
-61	1.0645	1.0882
-60	1.0636	1.0872
-59	1.0628	1.0859
-58	1.0619	1.0847
-57	1.0611	1.0836
-56	1.0602	1.0824
-55	1.0594	1.0813
-54	1.0586	1.0801
-53	1.0577	1.0790
-52	1.0569	1.0778
-51	1.0560	1.0766
-50	1.0552	1.0755
-49	1.0543	1.0743
-48	1.0535	1.0732
-47	1.0527	1.0720
-46	1.0518	1.0709
-45	1.0510	1.0697
-44	1.0501	1.0686
-43	1.0493	1.0674
-42	1.0485	1.0663
-41	1.0476	1.0651
-40	1.0468	1.0640
-39	1.0459	1.0628
-38	1.0451	1.0617
-37	1.0442	1.0605
-36	1.0434	1.0594
-35	1.0426	1.0582
-34	1.0417	1.0571
-33	1.0409	1.0559
-32	1.0400	1.0546
-31	1.0392	1.0536

EXAMPLE 12: MAP OF TEMPERATURE. CORRECTION FACTOR TABLE

- e) Compute the Volume at Standard Temp. :
- 1) Multiply the number in column 3 times the number in column 4.
 - 2) Write the result in column 5.
 - 3) Add up all the column 5 entries for each product. Write the sum below, in column 8.

Meter Reading Arithmetic

- a) Find out the amount that the meters state has been dispensed: subtract Beginning meter reading from End meter reading. Write the result on the Volume Dispensed line.

METER READING	TANK FARM		TRUCK		DISPENSER	
	FUEL OIL	GASOLINE	FUEL OIL	GASOLINE	100/150	TURBO
BEGINNING THIS PERIOD	812225	608196	020138			
END THIS PERIOD	823577	625539	031413			
VOLUME DISPENSED	11352	17348	11275			

Stock Totals

- a) Multiply the number of drums times 205. Write the result in column 7, Drums Volume.

2050	931,661	933,711
0	207,678	
0		
0		
5945		5945

- b) We already filled in column 8 -- the sum of column 5 entries for each product.
- c) Add columns 6 + 7 + 8 and write the answer in column 9, Stock Total.

F) CHECKING

- a) Check your figures. Use scrap paper.
 - 1) From last month's Tank Gauge Report, **write** down for each product the total Volume at Standard Temp., column 8.
 - 2) Subtract this month's Volume Dispensed figures (from the meter readings **block**).
 - 3) The result should equal this month's Volume at Standard Temp. , column 8. If they are not the same, the difference is called the "variance".

G) FINISH

- a)
 - 1) Sign and date the report.
 - 2) Call the Regional Petroleum Products Officer and report the numbers from your Tank Gauge Report.
 - 3) Send copies 1 and 2 of the Tank Gauge Report to the Regional Petroleum Products Office, along with the monthly inspection reports, the Weekly Sales Reports, meter ticket batches, and your cheque for cash sales.
 - 4) File copy 3 of the Tank Gauge Report. You **will** need it next month for meter readings and* **volume** figures.

2. INSPECTIONS

- a) The storage facilities and equipment must always be kept **in** a way that is acceptable to the government. The contractor **is** responsible for the safe and proper custody of products **in** his charge.
- b) Fuel may be lost or contaminated because of a physical failure of storage or dispensing equipment (not including tank truck). If Petroleum Products, Yellowknife feels that the contractor could not have prevented the loss and if the problem was reported promptly, the contractor is not held responsible for the loss. Otherwise, the contractor must pay for the loss.
- c) You should be checking the condition of the tank farm and equipment **all** the time. At the end of every **week**, inspect everything. If you ever see any damage that might cause a loss of fuel, report it immediately. In the same way, report any evidence of a problem or possible fuel loss.
- d) In addition, you should do a formal inspection once a month. This includes checking each vehicle, each tank, and the tank farm. Report on this inspection to the Regional Petroleum Products Office.

A) MOTOR VEHICLE INSPECTION REPORT

- a) A copy of the vehicle inspection report **is** shown in Example 13. A separate report **must be completed for each vehicle. Make two copies of each report.**

MOTOR VEHICLE INSPECTION

Vehicle No. _____

Gauge Report No.	Date		Settlement
	OK	REPAIR	REPLACE
1. TIRES			
2. LIGHTS			
3. HORN			
4. BATTERY			
5. WINDSHIELD WIPER			
6. PARK BRAKE			
7. MIRRORS			
8. GLASS			
9. FIRE EXTINGUISHER			
10. CAB			
11. CHASIS			
12. FUEL OIL TANK			
13. HOSE			
14. METER			
15. PUMP			
16. HOSE REEL			
17. NOZZLES			
18. OIL LEAKS			

Signed: _____

NOTE: Identify Repairs/Replacement items required on Reverse Side. **Submit this** report monthly **with** tank gauge report.

- b) 1) Fill in the top information.
- 2) Inspect each vehicle, checking every item on the list. Is it in good shape? Does it need to **be** fixed or replaced? Make a checkmark.
- 3) For repairs or replacement, explain what is needed and why.
- 4) Sign the report.
- 5) Send both **copies** with the Tank **Guage** Report.

B) TANK FARM INSPECTION REPORT

- a) A copy of the Tank Farm Inspection Report is shown in Example 14. Make two copies of the report.
- b) 1) Fill in the top information.
- 2) Inspect **all** the tanks and the tank farm:
- . Is there any damage?
 - . Is there any break or leakage?
 - . Are all items in place and working?
 - . Are tank numbers readable?
 - . Do you think the meter register is working well?
- Make a checkmark for each item.
- 3) Where repair or replacement is needed, **explain** what and why.
- 4) Sign the report.
- 5) Send both copies with the Tank Gauge Report.

TANK FARM INSPECTION

Gauge Report No. _____ Date _____ Settlement _____

	OK	REPAIRS	REPLACE
1. TANKS			
2. VALVES			
3. PIPELINE			
4. GAUGE HATCHES			
5. AIR VENTS			
6. DISPENSING CABINET/LOADING RACK			
7. BERM			
8. FENCING			
9. LOCKS			
10. GASOLINE/FUEL METERS			
11. HOSES			
12. LADDER			
13. BOOSTER PUMP			
14. FIRE EXTINGUISHER			
15. TANK NUMBERS			
16. CLEANLINESS OF BUILDING & TANK FARM			
17. METER CALIBRATION			

Signed: _____

NOTE : REGIONAL P.O.L. OFFICER ONLY

Attach copy of work orders. Identify Repair/Replacement items on reverse side. Submit this report monthly with tank gauge reports.

OTHER JOBS

OTHER JOBS

	PAGE
1. Reports From Yellow knife	1
A) Which Report Is Which	1
B) Inventory Reconciliation Report	2
.Samplers: Inventory Reconciliation Report	3
C) Daily Rejected Tickets	4
.Sample 16: Daily Rejected Ticket List	5
D) Accepted Meter Tickets	6
.Sample 17: Accepted Meter Ticket List	7
E) Tank Gauge Report Journal	8
.Sample 18: Tank Gauge Edit Report	9
F) Commission Statement	10
.Sample 19: Commission Statement	11
G) Unit Masterfile Update Register	12
.Sample 20: Unit Masterfile Change Journal	13
2. Colour Code Systems	14
3. Re-Supply	15
A) Before Resupply	15
B) During Resupply	15
C) After Resupply	15
.Sample 21: Discharge Certificate	16
D) Discharge Certificate Edit.	17
.Sample 22: Discharge Edit Report	18
4. Dipping Tanks	19
5. Ordering Forms	20
A) How Many	21
B) To Order	21
C) When the Forms Come In	21
.Sample 23: Requisition for P.O.L. Forms	22

1. REPORTS FROM YELLOWKNIFE

- a) Our reports can help you do your job.
- b) We use a computer to do our bookkeeping and all the boring arithmetic needed for stock control. The machine prints reports to show the results. If you look at the reports, you can:
- c) . Check that all your meter tickets were received
. Find out about mistakes on meter tickets
. Check the computer's stock figures against yours
. Find problems and fix them
- d) There are 13 reports. We'll explain six of them here, show you a sample, and tell you how to use it. The other seven are explained in other chapters. You should keep each report for at least a year.
- e) The 13 reports are:
 - 1 Inventory Reconciliation Report
 - 2 Daily Rejected Tickets List
 - 3 Accepted Meter Tickets Report
 - 4 Tank Gauge Report Journal
 - 5 Commission Payable Journal
 - 6 Unit Masterfile Update Register
 - 7 Customer Unit Status - Chapter 3 pages 3 and 4
 - 8 Credit Suspension - Chapter 3 pages 1 and 3 .
 - 9 Discharge Certificates - Chapter 6 pages 15 and 16
 - 10 Tank Master Detail - Chapter 5 pages 1 and 3
 - 11 Retail Price List - Chapter 3 pages 6 and 8
 - 12 Tank Tables - Chapter 5 pages 6 and 7
 - 13 Temperature Correction Factor - Chapter 5 pages 6 and 8.

A) WHICH REPORT IS WHICH

- a) At the top of each report, there is a title and a number.

C3341013 - QD-33035

number

GOVERNMENT OF NORTHWEST TERRITORIES
PETROLEUM PRODUCTS
RETAIL PRICE LIST

title

Usually below the title, there is a date that tells what time the report covers.

B) INVENTORY RECONCILIATION REPORT

- a) The Inventory Reconciliation Report compares your reported stock totals with the ones the computer has calculated. It makes the calculations using your meter tickets, your cash sales slips, and your tank gauge report figures. The results give a variance.
- b) In the YTD section, the variance is printed above the contractor's allowance. **If the variance** is bigger than the allowance, the contractor is charged.
- c) You can compare the computer-calculated variance to the one you calculated when you checked the Tank Gauge Report. Make sure you have the Tank Gauge Report for the same period of time as the Inventory Reconciliation Report. (It is possible that a difference may be caused by pipeline volume amounts.)
- d) Example 15 shows a map of the Inventory Reconciliation Report.



PETROLEUM PRODUCTS
INVENTORY VARIANCE RECONCILIATION

m??,1-111v8- PRODUCT

DIP DATE FROM _____	FOR THE PERIOD OF _____
DIP DATE TO _____	CONTRACTOR _____

	FINAL STOCK	NBR	ADJUSTMENT	REVISED FINAL STOCK
OPENING STOCK				
PRODUCT REC'D				
PRODUCT ADJUST				
TICKET SALES				
TICKET SALES ADJ				
CASH SALES				
CASH SALES ADJ				
MCPC TKT. SALES				
MCPC TKT SALES ADJ				
CHARGEABLE ADJ				
NON-CHARGE ADJ				
REJECTED M/T VOL				
YTD CALCU STOCK				
CLOSING VOL				
YTD VARIANCE				
DUE TO TEMP				
CONTRACTOR ALLOW				
CHARGEABLE				

RECONCILIATION TYPE INTERNAL NW. VWU,

ADJUSTMENTS

NBR	VOLUME	REASON FOR ADJUSTMENT

COMPLETED BY _____ DATE -- -- 1986

EXAMPLE 15: MAP OF INVENTORY RECONCILIATION REPORT

C) DAILY REJECTED TICKETS

- a) For each batch, a list of rejected meter tickets is printed. These are tickets where information is missing or incorrect.
- b) The Daily Rejected Ticket List is printed several times a week, every time the computer system is run. **P.O.L.** staff in Yellowknife make corrections if there is a data entry error. They also send the lists to the regional officers, who make corrections when numbers are missing or wrong. The officer may call you to get more information. By the end of the month, when you receive a copy of the list, most of the tickets should be on the accepted list.
- c) As long as a ticket is on the rejected list, you get no commission for the sale. From the rejected list, you can learn where your mistakes are, and **you can** improve the quality of your meter tickets.
- d) Example 16 shows a map of the **Daily Rejected Ticket List**.

C330402 - 003304023
 REGION 3 INUVIK
 STYL 300 NORPAR

GOVERNMENT OF THE NORTHWEST TERRITORIES
 PETROLEUM PRODUCTS
 COMPLETE REJECTED METER READINGS LIST

PAGE
 RUN DATE: JAN 31, 1
 PERIOD: JAN 1

BATCH NUMBER	BATCH DATE	FISCAL PERIOD	TICKET NUMBER	READING DATE	UNIT NO.	METER SERIAL NO	PRESENT READING	DATE ENTERED	ERROR MESSAGE
111532	21/01/86	JAN 86	46000186	18/01/86	210	81446025	763700	22/01/86	INVALID VOLUME
	___/___/___	---	_____	___/___/___	---	_____	_____	_____	_____
			46000186	18/01/86	146	22915s01	120600	22/01/86	INVALID VOLUME
	___/___/___	---	_____	___/___/___	---	_____	_____	_____	_____

** BATCH TOTAL : 2 TICKETS REJECTED **

MASTER FILE UPDATE REQUIRED _____ SIGNATURE: _____ DATE: ___/___/___

111533	21/01/86	JAN 86	46000186	18/01/86	91	72915824	446100	22/01/86	INVALID VOLUME
	___/___/___	---	_____	___/___/___	---	_____	_____	_____	_____

• BATCH TOTAL : 1 TICKETS REJECTED •

MASTER FILE UPDATE REQUIRED _____ SIGNATURE: _____ DATE: ___/___/___

111534	21/01/86	JAN 86	46000186	18/01/86	103	82387400	1820900	22/01/86	INVALID VOLUME
	___/___/___	---	_____	___/___/___	---	_____	_____	_____	_____

• BATCH TOTAL : 1 TICKETS REJECTED •

MASTER FILE UPDATE REQUIRED _____ SIGNATURE: _____ DATE: ___/___/___

111537	21/01/86	JAN 86	46000186	18/01/86	257	82s70721	492400	23/01/86	DATE PRIOR OLD RDG
	___/___/___	---	_____	___/___/___	---	_____	_____	_____	_____

EXAMPLE 16: MAP OF REJECTED METER TICKET LIST

D) ACCEPTED METER TICKETS

- a) For each batch, there is a list of meter tickets that were accepted as correct by the computer. The lists are printed once a month.
- b) The tickets are printed in numeric order. Gaps in the number, are marked by *** and a message. Voided tickets are also listed, in order.
- c) At the bottom, there is a batch summary of **litres** sold of each product and the commission earned.
- d) Example 17 shows a map of the Accepted Meter Ticket List.

Check the Tickets

- a) **When** you get the monthly package of computer reports, **you should** check that all of your meter tickets arrived in Yellowknife and were processed.
 - 1) Find the date of the last meter ticket processed. This date is at the bottom left of **the** Final Stock Control Report (Example 15).
 - 2) Find the processed batches in your file.
- b) For each page of the Accepted List:
 - 1) Find the batch of meter ticket copies.
 - 2) Look for *** on the left side of the Accepted **Meter Ticket List**.
 - 3) Read the message. **Which ticket** numbers are missing?
 - 4) Check the **Rejected Meter Ticket List**. Are the missing numbers printed here?
 - 5) Look through the meter ticket copies. Find every missing number. If it is listed on the Rejected List, check why.
 - 6) If you have copies of tickets that are missing and are not on the rejected list, call the Regional Petroleum Products Officer.

E335812 - 003358121		GOVERNMENT OF THE NORTHWEST TERRITORIES				PAGE	2
REGION: 2 FORT SMITH		PETROLEUM PRODUCTS				RUN DATE: JAN 31, 1986	
SETTLEMENT: 103 SNOWDRIFT		ACCEPTED METER TICKET REPORT (CASH SALES)				PERIOD: JAN 1986	
BATCH	120196	SUMMARY BY PRODUCT					
		TKT CNTS	VOLUME (LTRS)	COMMISSION (\$)			
		04 GASOLINE	752.0	41.89			
		TOTAL	752.0	41.89			
120197	T-26-103-063	CS026057	30NOV85	CSALE	04 GASOLINE	900.0	U.0557 50.
BATCH	120197	SUMMARY BY PRODUCT					
		TKT CNTS	VOLUME (LTRS)	COMMISSION (\$)			
		04 GASOLINE	900.0	50.13			
		TOTAL	900.0	50.13			
120198	T-26-103-063	CS026053	23NOV85	CSALE	04 GASOLINE	2,691.0	V.LA>>? 149.
BATCH	120198	SUMMARY BY PRODUCT					
		TKT CNTS	VOLUME (LTRS)	COMMISSION (\$)			
		04 GASOLINE	2,691.0	147.89			
		TOTAL	2,691.0	147.89			
120199	T-26-103-063	CS026061	14DEC85	CSALE	04 GASOLINE	3,907.0	D.0557 217.
BATCH	120199	SUMMARY BY PRODUCT					
		TKT CNTS	VOLUME (LTRS)	COMMISSION (\$)			
		04 GASOLINE	3,907.0	217.62			
		TOTAL	3,907.0	217.62			

EXAMPLE 17: MAP OF ACCEPTED METER TICKET LIST

- 7) After a batch is checked and is okay, go on to the next batch.

When all the batches are checked, put them back in your files.

E) TANK GAUGE REPORT

- a) The Tank Gauge Report repeats the measurements from your Tank Gauge Reports. The **computer** adds its own volume calculations. A second page of the report gives totals for each product.
- b) Example **18 shows a map of the two pages of the Tank Gauge Report.**

Checking

- a) 1) Get your Tank Gauge Report from the **file.**
- 2) Check the printed measurement figures **with** yours. Look for typing (data entry) mistakes.
- 3) Check the computer's volume calculations with yours. The computer's figures may be a little higher (up to **30litres**) because of the way it rounds off to the contractor's advantage.
- 4) If there are problems, call the Regional " Petroleum Products Officer.
- 5) If everything is okay, staple the two reports together and file them.

GOVERNMENT OF THE NORTHWEST TERRITORIES										PAGE	
PETROLEUM PRODUCTS										RUN DATE: JAN 28	
TANK GAUGE REPORT JOURNAL										PC R100: JAN	
DIP DATE: DEC 31, 1985										GSN: 3,000,088,793 FORT LIARD BAND COUNCIL	
PRODUCT	TANK NO	DOCUMENT NO.	ADD/CHANGE	DIP (METRE)	GROSS VOLUME (LITRE)	DIP (METRE)	WATER VOLUME (LITRE)	PRODUCT NET VOLUME (LITRE)	TEMP. (C)	PRODUCT VOLUME AT STD TEMP (LITRE)	
01 PSU-HTG	01	203053	A	.505	32,621.0	.000	.0	32,621.0	12.0	35,178.0	
	02	203053	A	2.955	82,332.0	.000	.0	82,332.0	14.8	84,382.0	
	03	203053	A	.547	9,117.0	.000	.0	9,117.0	14.0	9,344.0	
	TRUCK	203053	A							600.0	
* STOCK TOTAL ... 127,704.0										PSU-H	
04 GASOLINE	04	203053	A	1.844	49,073.0	.000	.0	49,073.0	14.8	50,741.0	
* STOCK TOTAL ... 50,741.0										GASOL	

CHECKED AND FOUND CORRECT SIGNATURE : _____ DATE : ___/___/___

EXAMPLE 18. MAP OF TANK GAUGE EDIT REPORT

F) COMMISSION PAYABLE JOURNAL

- a) The Commission Payable Journal (Example 19) states how much money you have earned in commissions on sales this month. It also shows the commission and sales amounts so far for this year.
- b) When your commission **cheque** arrives, you can use the commission statement to confirm the amount.

DOCUMENT NO.	DOC DATE	BATCH YR	BATCH	DSN GSN	NAME	G/ACCT	COST CENTER	OBJ	CHEQUE REC	AMOUNT
003375	25JAN86	10JUN8	30JAN86	3.000.084.665	ARCTIC CIRCLE ENTERPRISES					
				3.000.084.665	ARCTIC CIRCLE ENTERPRISES					
					CONTRA TO ACCOUNT					
					PAY BY CHEQUE					1.000.002.761
									TOTAL CON TRAS	
									CROSS 98/3	12,693
									TOTAL PAID	12,693
									SETTLEMENT TOTALS	
									ADJUSTMENT CONTRA PAJO	12,693
									TOTAL AMT	12,693

EXAMPLE 19: MAP OF COMMISSION STATEMENT

G) UNIT MASTERFILE CHANGE JOURNAL

- a) The **Unit Masterfile** Update Journal (Example 20) tells you when information about a **unit** has changed.
- b) Two lines are printed for each unit. The first line says what the computer used to store about the unit -- region, settlement, unit number, description, product code, capacity, gsn, occupant's name, customer's name and financial code. The second line shows the information stored now.
- c) When you *receive* a change journal:
 - Check each set of two lines
 - Find the changes
 - Copy the change onto your Customer/Unit Status Report.

GOVERNMENT OF THE NORTHWEST TERRITORIES										PAGE	
PETROLEUM PRODUCTS										RUN DATE: JAN 28	
UNIT-MASTER-UPDATES REGISTER										PERIOD: JAN	
DOCUMENT	UNIT NO.	PRG CODE	CAPACITY (LIT)	DELIV. TYPE	UNIT TYPE	CUSTOMER GCN	OCCUPANT NAME / DESCRIPTION / NAT. GAS METER DETAIL	INDEX	FINCODE COSTING	STL OBJ.	EFF. DATE UPST
CHANGED-OLD:	257	05	500			8.000.000.678	MID ARCTIC TRANSPORT CO LTD LOT 301/82570721 SERIALS 82570721 RDNG 808880				17/JAN 27/JAN
NEW:	257	09	500			8.000.000.678	MID ARCTIC TRANSPORT CO LTD LOT 301/82570721 SERIALS 82570721 RDNG 189200				18/JAN 28/JAN
ADDS	0										
DELETES	0										

EXAMPLE 20: MAP OF UNIT MASTERFILE CHANGE JOURNAL

2. COLOR-CODE SYSTEMS

- a) When a settlement has more than 100 delivery points, the Regional Petroleum Products Officer may decide to set up a color-code system. This system divides the units into convenient groups so that drivers can make planned deliveries on easy routes following a regular schedule.
- b) This is called a color-code system because each group is assigned a color and each weekday is assigned a color:

day 1 is green
day 2 is red
day 3 is blue
day 4 is yellow
day 5 is white

The blue group of units, then, receives fuel on day 3.

- c) After the system has been set up, plastic cards are prepared for each unit. These are used to print the settlement and unit information on the meter ticket. The use of cards ensures that the information on tickets will always be accurate.
- d) The Regional Petroleum Products Officer will train you and the drivers in how to work with a colour-code system.

3. RE-SUPPLY

- a) The Regional Petroleum Products Officer will tell you the approximate date of resupply in your community.

A) BEFORE **RE-SUPPLY** (Summer resupply location only)

- a) Before discharge begins, you must make sure that all your customers have enough fuel to last through **re-supply**. You won't be able to take fuel out of the tanks **until** discharge **is** complete.
- b) Be sure that your trucks are full of fuel in case of emergencies.

B) DURING **RE-SUPPLY**

- a) During **re-supply**, you must be available:
- before discharge to help the Petroleum Products Officer and shipping firm representative to gauge all tanks
 - in case your help is needed.
 - at the end, to help the Petroleum Products Officer and **shipping firm** representative to gauge all tanks
- b) You will get a copy of the Discharge Certificate" (Example 21) .

C) AFTER **RE-SUPPLY**

- 6) After **re-supply** check:
- that locks are back on all valves
 - that gauge latches are closed.
 - that vents are on.



Petroleum Products. Discharge Certificate 02401

SECTION 1		TANKS		DATE OF ARRIVAL		TIME		C. A. R.	
RECEIPT CODE	SHIPMENT NAME	NAME	NO.	DATE	TIME	DATE	TIME	C. A. R.	C. P. R.
PRODUCT CODE	DISCHARGED AT	DISCHARGED AT	DISCHARGED AT	DISCHARGE COMMENCED	TIME	DISCHARGE COMPLETED	TIME	C. A. R.	C. P. R.
UNIT OF MEASURE	SHIPPED FROM	DATE OF DEPARTURE	TIME	C. A. R.	C. P. R.	C. A. R.	C. P. R.	C. A. R.	C. P. R.

SECTION 2									
TANK NUMBER									
PRODUCT DIP BEFORE									
WATER DIP BEFORE									
TEMPERATURE BEFORE									
PRODUCT QUANTITY BEFORE									
WATER QUANTITY BEFORE									
NET QUANTITY BEFORE									
TEMPERATURE CONVERSION									
NET QUANTITY AT STANDARD TEMPERATURE									

SECTION 3									
PRODUCT DIP AFTER									
WATER DIP AFTER									
TEMPERATURE AFTER									
PRODUCT QUANTITY AFTER									
WATER QUANTITY AFTER									
NET QUANTITY AFTER									
TEMPERATURE CONVERSION									
NET QUANTITY AT STANDARD TEMPERATURE									
NET QUANTITY REC'D/TANK									

SECTION 4									
TOTAL REC'D ALL TANKS									
NO. OF DRUMS RECEIVED	QUANTITY	TOTAL DRAWN WHILE PUMPING	QUANTITY	QUANTITY OF SPILLAGE	QUANTITY	TOTAL QUANTITY OF DRUMS, SPILLAGE & QUANTITY DRAWN	QUANTITY		
PIPELINE	FULL EMPTY BEFORE	FULL EMPTY AFTER	TEMP.	DIAMETER	LENGTH	QUANTITY			
CERTIFIED DRUMS	SHIPPING FIRM REPRESENTATIVE					TOTAL QUANTITY RECEIVED			
REGIONAL POL OFFICER	POL OFFICER					QUANTITY AS STATED ON BILL OF LADING			
OPERATIONS MANAGER	POL CONTRACTOR					RETAIN LEFT ON BARGE			
TRANSMITTED BY						OVER/SHORT OF QUANTITY AS STATED ON BILL OF LADING			
DAY	BIRTH	YEAR							

DISTRIBUTION WHITE - POL. YR.
 CANARY - REGIONAL POL OFFICER
 GREEN - POL CONTRACTOR
 PINK - SHIPPING FIRM REPRESENTATIVE

EXAMPLE 21.

D) DISCHARGE CERTIFICATE JOURNAL

After the Discharge Certificate measurements go through the computer, you will get a computer Discharge Certificate Journal. (Example 22). This report repeats the discharge measurements, gives the computer's calculation for the volume, and the difference between its calculations and the ones done by the POL Officer.

Compare the computer report with your copy of the Discharge Certificate. Keep both in your files.

C333324 - 003321641
 JOURNAL D-86-410-000
 REGION 4 KAFFIN
 SITE 410 HALL BEACH
 GOVERNMENT OF THE NORTHWEST TERRITORIES
 PETROLEUM PRODUCTS
 DISCHARGE-CERTIFICATE JOURNAL
 PAGE 1
 RUN DATE NOV 26, 1985
 PERIOD: OCT 1985

PRODUCT	TANK NO	DOCUMENT NO	CONTRACTOR	DISCHARGE COMMENCED	DISCHARGE COMPLETED	ADD/ CHANGE	QTY COMPUTED (CLTR)	RECORD REPORTED (CLTR)	DIFFERENCE
M	00706	00706	0840V08	2080V08		CHANGE			
QTY DIPS WITH ITO REC'D: 3.208 21.0- 216.174 QTY DRAIN W/ILE PUMPING PIPELINE ACCEPTABLE PIP DIAM: 152 MM LTNH: 2.012 M TEM: 22.0- ** GASOLINE TOTAL **						936.720- 936.720- 91.335 0.00- 006.193-		936.720- 91.335 0.00- 01.619-	
CHECKED AND FOUND CORRECT - SIGNATURE : _____ DATE : ____/____/____									

PART 1

C 33334 - 003323001
 JOURNAL D-86-407-000
 REGION 4 KAFFIN ST
 SITE 407 MELMAN ISLAND
 GOVERNMENT OF THE NORTHWEST TERRITORIES
 PETROLEUM PRODUCTS
 DISCHARGE-CERTIFICATE JOURNAL
 PAGE 2
 RUN DATE NOV 26, 1985
 PERIOD: OCT 1985

PRODUCT	TANK NO	DOCUMENT NO	CONTRACTOR	DISCHARGE COMMENCED	DISCHARGE COMPLETED	ADD/ CHANGE	QTY COMPUTED (CLTR)	RECORD REPORTED (CLTR)	DIFFERENCE
M	00706	00706	15A0V08	15A0V08		CHANGE			
PIPE LINE DEFECTIVE// DIAM: 302 MM LTNH: 2.780-M TEM: 7.0 ** GASOLINE TOTAL **						0 0		0 0	
CHECKED AND FOUND CORRECT - SIGNATURE : _____ DATE : ____/____/____									

PART 2

EXAMPLE 22: MAP OF DISCHARGE EDIT REPORT

4. DIPPING TANKS

- a) To find out the **amount** of product in a tank, you **must:**
- . **measure the amount** of product in the tank
 - . measure the amount of water
 - . find the temperature of the product
- b) Remember that you must dip all the tanks every time. Sometimes product levels shift through connecting lines.
- c) 1) Climb on top of tank to be dipped, taking with you :
- . paper
 - . gauging tape
 - . product level indicator paste
 - . water level indicator paste
 - . plumb bob
 - . alcohol thermometer
 - . pen or pencil
- 2) Open tank hatch.
- 3) Determine the approximate depth of product in tank by peering into tank.
- 4) Hook plumb bob on gauging tape.
- 5) Apply water level indicator paste to plumb . bob.
- 6) Start reeling out gauging tape down into tank.
- 7) When the measurement on the tape is near your depth estimate, apply product level indicator paste to the tape.
- 8) Slow down the speed of reeling out the tape as the plumb bob nears the bottom.
- 9) Stop reeling out tape as soon as tip of plumb bob touches the tank bottom.

- 10) Reel in gauging tape until you see the bottom end of the product level indicator paste. (The product erases the paste from the tape).
- 11) Read the measurement from the tape at the end of the paste. **Write down this measurement -- metres, centimetres, and millimetres.**
- 12) Repeat steps 5 - 11 several times. Then find the average measurement and write the average on the Tank Gauge form or the Discharge Certificate.
- 13) Clean off the product level indicator paste, and reel in remainder of gauging tape.
- 14) Read the water measurement on the plumb bob -- the point where the green paste has turned red.
- 15) Write the water measurement on the Tank Gauge Report or the Discharge Certificate.
- 16) Remove and clean the plumb bob.
- 17) Hook the thermometer on the gauging tape.
- 18) **Figure out where the middle of the product is (=height of tank minus half the product measurement).**
- 19) Lower thermometer into tank until it is in the " middle of the product.
- 20) Hold the thermometer in that depth for five minutes.
- 21) Reel in **thermometer**. Read and record the temperature for that tank.
- 22) Close tank hatch and climb down.

5. ORDERING FORMS

Order supplies of government Petroleum Products forms by sending a Requisition for Petroleum Products Forms to your Regional Petroleum Products Officer. A sample of the form is shown in Example 23.

A) HOW MANY

a) How many meter tickets do you use in *one* month? How many of the other forms do you use in one month? When your supply of forms is getting low -- close to one month's worth -- you should order more.

b) Order at least three month's supply of each form.

B) TO ORDER

- a)
 - 1) Fill in regional office address, today's date, settlement code, and settlement name.
 - 2) For each type of form needed, fill **in quantity** required on the correct line.
 - 3) Sign the form.
 - 4) Send parts 1 and 2 to the regional office.
 - 5) File **part 3**.

C) WHEN THE FORMS COME IN

a) The Petroleum Products Officer sends the forms requested and sends back part 1 of the requisition. Part 1 will now have quantity supplied and sequence numbers filled in.

1) Take part 3 of the requisition from your files.

2) For each form, count the number received. Is this the same as quantity supplied on the requisition?

If yes, put a checkmark by quantity supplied " (on both part 1 and part 3).



Requisition for P.O.L. Forms

PETROLEUM PRODUCTS

P.O.L.		TRANSMITTED DATE			
		SETTLEMENT CODE			
		SETTLEMENT NAME			
FORM NAME	QUANTITY REQUIRED	QUANTITY SUPPLIED	SEQUENCE NUMBER		
			FROM	TO	
METER TICKET (NWT 1689)					
ATCH CONTROL FORM (NWT2400)					
ANK GAUGE (NWT 10553)					
ASH SALES MEMOS (NWT1681)					
EEKLY SALES REPORT (NWT10554)					
QUISITION FOR P.O.L. FORMS (NWT10547)					
REMARKS					
P.O.L. Contractor (Signature)		SUPPLIED AS INDICATED			DATE
		P.O.L. Officer (Signature)			DA
					MO
					YR

NWT10547 16/0182

Copy 1-Regional Officer Copy 2-H.Q. Yellowknife Copy 3-POL Contractor

POL-ID 33016

EXAMPLE: 23

If no, cross out the wrong number and **write** “**in** the correct number on both part 1 and part 3.

. For meter tickets, check the sequence numbers, too.

- 3) In the Remarks space, write “Received on (date)”. If the numbers were wrong, add **"Note corrections to quantities supplied"**.
 - 4) In the Remarks space, sign your initials.
 - 5) Send part **3** to the Regional Office.
 - 6) Put part 1 in your files.
 - 7) Store all the new forms.
- b) Remember that meter tickets are accountable forms (chapter **7**). **Store them so that the lowest numbers are on top.** They must be kept under lock and key.