

**New Hampshire Department of Transportation
Bureau Of Highway Maintenance**

**Monitoring and Measurement Matrix
EIP-10-Form 10a**

Activity and Key Characteristic(s)	Monitoring Method	Frequency	Person Responsible	Metrics / Performance Indicators
Gasoline/Diesel Fuel Storage – UST	Monthly Visual Inspection, Tank Level Sensing (TLS) equipment	Continuous monitoring at all TLS sites, Visual check during monthly inspection	Patrol Foreman, or designee	Fuel Tracking Database (TLS alarms), IMP past due notifications (lag time), Monthly Inspection Checklist
Diesel Fuel Storage – AST (only have 3 sites)	Monthly Visual Inspection, Stick tanks manually (Moultonborough, Loudon) or use petrometer (New London).	Before and after delivery, and once per week.	Patrol Foreman, or designee	Fuel Tracking Database (TLS alarms), IMP past due notifications (lag time), Monthly Inspection Checklist
#2 Heating Oil Fuel Storage - UST	(ILS) equipment or TLS equipment, Monthly Visual Inspection, stick tanks manually or use petrometer.	Before and after delivery, and once per month even on closed or non-fuel sites.	Patrol Foreman, or designee	Fuel Distribution staff diaries, Patrol Foreman diaries, Monthly Inspection checklist(Comment box), IMP past due notifications
#2 Heating Oil Fuel Storage - AST	Visual Inspection	Monthly for regulated sites.	Patrol Foreman, or designee	Monthly Inspection Checklist
Automatic Fuel Storage Inventory	Dip tanks, TLS equipment, dip tanks	Before and after delivery, end of each week (dips and totes) end of each fiscal year,	Patrol Foreman/Fuel Distribution	Inventory reconciliation
Manual Fuel Storage Inventory	Dip tanks	Before and after delivery, at least once a week, end of each fiscal year	Patrol Foreman/Fuel Distribution	Inventory reconciliation
Chemical Storage	Visual Inspection	Weekly	Patrol Foreman	Monthly Checklist

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Regulated Substance	Visual Inspection	Weekly	Patrol Foreman	Monthly Inspection Checklist Records.
Hazardous Waste (storage)	SQG Accumulation Log, Visual Inspection	90 Days	SEC, Patrol Foreman	Monthly Inspection Checklist Records.
Universal Waste	Inventory & Annual Removal	Annual Monthly	SEC, Patrol Foreman	Annual Facility Inspections and Bill of Lading Records, Monthly Inspection Checklist Records, Not required in NH NHDOT BMP.
Used Oil for Recycling (AST storage areas)	Weekly Inspections	Weekly	Patrol Foreman	Bill of Lading Records, Monthly Inspection Checklist Records
Wastewater Holding Tank	Visual Inspection, Alarm	Monthly, ongoing	Patrol Foreman	Monthly Inspection Checklist Records
Salt Storage (Deliveries & Use)	Visual Inspection, Weekly Report	Monthly, Weekly	Patrol Foreman, Maintenance/Warehouse Supervisors	Weekly Report in MATS, Monthly Inspection Checklist Records
Catch Basin Clean Outs/ Street Wastes	Visual/Olfactory Inspection	Ongoing/ Biannually	Patrol Foreman, or Designee	Waste Summary Forms
Ditching/Street Wastes	Visual/Olfactory Inspection	Ongoing/Varied	Patrol Foreman, or Designee	Waste Summary Forms
Abandoned Wastes/Roadside Finds	Visual Inspection/Sampling	Ongoing/Varied	SEC, Patrol Foreman	Contractor invoices, Manifests/BOLs, Environmental Event Log (EIP-8-8b), (Future - <i>Quarterly Reporting in MATS</i>)