



ANNUAL REPORT INSTRUCTIONS FOR GASOLINE DISPENSING FACILITIES

1. **FUEL TYPE:** Indicate whether the product is Unleaded Gasoline, Aviation Gasoline, Jet A, or Diesel. Also, indicate if this facility is for retail or non-retail use and whether the storage tank was above ground or underground.
2. **ANNUAL FUEL THROUGHPUT:** Total gasoline throughput from January to December (or however long the fueling facility or gas station has been operating, if less than a year). The meter on the pump should record actual amounts of throughput.
3. **MORE THAN ONE FUEL:** If your facility dispenses more than one type of fuel, then please provide separate copies of this form for each type of fuel.
4. **MONTHLY and ANNUAL THROUGHPUT LIMIT:** Check your permit for this information. This is meant to be an aid in order to determine compliance. If you need to change your throughput limit, contact the Engineering and Compliance Division at (805) 961-8800.
5. **CHECK YOUR PERMIT** (under reporting requirements), there may be additional information needed to be submitted with this annual report.
6. **SUBMITTAL:** Submit by mail or e-mail. When submitting via e-mail, if you do not receive a response within 72 hours confirming that the District has received your submittal, please assume the annual report was not received and contact us at (805) 961-8800.