

# APD ALERT

## COLLECTING E85 FUEL DATA



### **BACKGROUND**

APD's Property and Support Services Branch (PSSB) conducted an analysis of the fuel information captured when using USDA's fleet card to purchase E85 alternative fuel. The findings showed that merchants miscoded the majority of E85 fuel (as petroleum, diesel, or jet fuel). Us Bank and VISA continue to remind merchants on proper coding. This is a significant issue due to the Federal requirements that mandate agencies decrease the amount of petroleum consumed and increase the amount of alternative fuel consumed. To ensure accurate reporting, REE offices with AF vehicles must manually collect and report data to PSSB.

### **POLICY**

Effective immediately, ARS Area Property Management Officers (APMOs)/locations and NASS State Statistical Offices will establish internal reporting procedures to obtain the following information for all E85 fuel acquired during the fiscal year. Minimum quarterly, forward the following information to PSSB for all E85 purchases.

Office Name	Number of Gallons
Vehicle Tag/Plate Number	Total Fuel Cost
Transaction Date	Payment Source (fleet card or on-site Government fuel pump)
Merchant State	
AG Number/NFC ID number	

As a reminder, offices that use on-site Government fuel pumps, regardless of the type of fuel, must continue to update this information to PROP.

### **CONTACT**

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**ISSUE DATE: January 28, 2010**  
**UPDATED: September 2011**

**APD ALERT NO. 2010-P04**