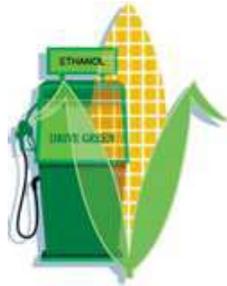


APD ALERT

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 alternative fuel (AF), specifically E85 fuel. Our findings showed that merchants miscoded all E85 fuel as petroleum. PSSB reported these findings to USDA's Charge Card Office for assistance in working with US Bank, VISA, and its merchants to help ensure merchants properly code E85 fuel. 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. Until this problem is resolved, REE offices with AF vehicles must manually collect and report AF 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 in FY2010. Minimum quarterly, offices must 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	

As a reminder, ARS offices that use Government provided fuel (on-site Government fuel pumps), regardless of the type of fuel, must continue to update this information to the Property Management Information System (PMIS/PROP).

CONTACT

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