



Alternative Compliance Tutorial

Module 5

Completing an Annual Report





Alternative Compliance Tutorial

There are five modules in this training package:

- Module 1: Alternative Compliance Overview
- Module 2: Submitting an Intent to Apply for a Waiver
- Module 3: Maintaining Your Alternative Compliance Vehicle Inventory
- Module 4: Assembling a Waiver Request
- **Module 5: Completing an Annual Report**

This is the final module of this training package. Thank you for your interest in the Alternative Compliance option.





Module 5: Completing an Annual Report

In this module, you will learn what is required in an Alternative Compliance annual report. This section answers the following questions:

- What must the annual report include?
- When is the annual report due?
- What if my fleet doesn't meet its petroleum reduction goal?
- What if my fleet exceeds its petroleum reduction goal?





What must the annual report include?

Under Alternative Compliance, participating fleets must submit to the U.S. Department of Energy (DOE) a report at the end of the model year for which they received a waiver.

The report must:

- Certify the actual amount of petroleum fuel your fleet reduced during the Alternative Compliance model year
- Detail how the data were collected

If necessary, DOE may request additional documentation (such as purchase orders, receipts, and fuel use records) to supplement the annual report.





When is the annual report due?

The annual report must be received by DOE by December 31 following the end of a waiver model year (a model year runs September 1 through August 31).

The annual report must be printed on company or office letterhead and signed by a senior official.





What if my fleet doesn't meet its petroleum reduction goal?

Use of Previously Earned Subpart F Credits

Subpart F credits are those that are banked or purchased under the Standard Compliance requirements. DOE will allow the use of these credits in cases where fleets acted in good faith to meet the requirements but encountered a petroleum reduction shortfall.

To use Subpart F credits, fleets must submit a written request as part of your fleet's annual report after the end of the Alternative Compliance model year. This request must document the circumstances that led to the shortfall.

If needed, DOE may ask for additional information before granting approval. It will use your fleet's annual fuel-use-per-vehicle data to calculate the number of credits needed (e.g., a fleet using 500 GGE per year per covered light-duty vehicle and is 5,000 gallons short would use 10 credits).

→ For more information, see p. 10 of the Guidance.





What if my fleet exceeds its petroleum reduction goal?

Roll over of Excess Petroleum Reduction

Under Alternative Compliance, fleets that exceed their petroleum reduction requirements can roll over excess petroleum reductions for use toward future shortfalls due to circumstances beyond their control (e.g., technology failures, excessive vehicle delivery delays, weather-related disasters, emergencies).

In general, DOE will not allow fleets to meet more than 25% of their annual petroleum reduction requirements through the application of roll-over amounts unless they demonstrate they had no other available options for achieving their requirements.

To apply roll-over amounts for a shortfall, you must make a written request to DOE as part of your fleet's annual report after the end of the Alternative Compliance model year.

➔ For more information, see p. 11 of the Guidance.





Congratulations!

You have completed Module 5: Completing an Annual Report, the final module in this training package. Thank you for your interest in the Alternative Compliance option.

