If you are a covered state or alternative fuel provider fleet under the Energy Policy Act of 1992, you may submit your annual vehicle acquisition report over the Internet through DOE’s EPAct web site, http://www.eere.energy.gov/vehiclesandfuels/epact/. Click on the Standard Compliance link on this page to open the State and Alternative Fuel Provider Standard Compliance page, and then click on submitting an annual report to get to the reporting section (you can bookmark this page for future access).

You may use this site to:

- Submit or edit an annual report
- Review and print annual reports
- Register as a fleet Point of Contact (POC) and enter fleet into the database
- Edit fleet demographic data (address, etc.)
- Edit the fleet POC information.

**User Names and Passwords for Fleet Points of Contact**

Each fleet in the database has one point of contact (POC) associated with it, and that POC must have a user name and password in the database to gain access to that fleet’s annual report forms and data. A person may be the POC for more than one fleet. Regardless of the number of fleets a POC is associated with in the database, only one user name/password set is necessary for the POC to gain access to any associated fleet’s forms or data.

**Annual Reports**

When a fleet submits its annual report using the form on this web site, the fleet’s data is directly entered into the EPAct State & Fuel Provider Compliance Database. Submission of the report triggers the calculation of the fleet’s credits for the year and the effect of this year’s credits on the fleet’s cumulative banked credits. The database administration team at L-3 Communications checks this data. The team will contact the fleet to confirm receipt of the report, and sends the fleet an official annual statement after checking the data submitted.

**Getting Into the Annual Report Screen**

When a POC enters a user name and password into the Fleet Database Access Form, a list of fleets appears for which the POC is registered (this is bypassed if the POC has only one fleet). The POC selects a fleet from the list to gain access to the reporting forms and report summaries for that fleet. Selecting the fleet brings up a form in which is selected the year for which a new report is to be entered, an existing report is to be edited, or an existing report is to be viewed/printed. Selecting the year brings up the annual report form for the fleet for the chosen year. If a report for the year selected has not been

**Collection of data for this program has been approved by the Office of Management and Budget (OMB). The OMB control number for this activity is 1910-5101. Respondents are not required to file a reply to any federal collection of information unless it has a valid OMB control number. Public reporting burden for this collection of information is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data, and completing and reviewing the collection of information. Reporting forms and tools for online reporting for state and alternative fuel provider fleets are available at http://www1.eere.energy.gov/vehiclesandfuels/epact/stand_comp_resources.html#guidance**
selected, the form will be blank. If the fleet submitted a report for the chosen year, the form will contain
the data previously submitted.

**Editing or Adding Annual Reports for Current and Previous Model Years**
A model year encompasses the model year of the report (e.g., September 1, 2008 to August 31, 2009). Covered fleets have four months from the end of the model year to complete and submit an annual report. For example, the 2009 report must be submitted no later than December 31, 2009. A fleet may enter an annual report for the current reporting year, or for any previous reporting year(s) for which it has not already submitted an annual report. **FLEETS MAY NOT EDIT ANNUAL REPORTS SUBMITTED FOR PREVIOUS YEARS**, but they may view and print a summary of these reports from the report form. To change such a report, contact the database administration team at L-3 Communications with the changes to be made.

**Summary of the Steps to Add or Edit an Annual Report**
1. Having selected the fleet for which a report is to be added or edited (only for POCs with multiple fleets), select the model year of the report (ONLY CURRENT MODEL YEAR(S) MAY BE EDITED).
2. Add (or edit the records of) the Alternative Fuel vehicles (AFV) for which the fleet seeks credit for the selected model year.
3. Enter (or edit the fields containing) the total number of light duty vehicles (AFVs plus conventional vehicles) the fleet acquired, the number of gallons of biodiesel (B100) the fleet purchased, and the number of banked credits the fleet wants applied to this year’s credit calculation to achieve compliance, if required.
4. Click on the “Submit Report” button to send the data to the database and trigger the calculation of the fleets’ annual credits for the chosen year and the fleet’s banked credits balance.
5. Click on the Refresh Screen button in the middle part of the form to see the effect of the year’s report on the fleet’s cumulative banked credit balance.
6. Select another year for which to submit or edit or get a summary of an annual report if desired, or exit the form.

**Using the Reporting Form**
The annual report form comprises three sections from top to bottom. Depending on the size of the monitor, each of the sections may have its own scroll bar on the right of the screen. It may be necessary to use the scroll bar to see all of the data and buttons for a particular section of the form.

**Top Section of Form**
This section includes a list of years for which the fleet may submit or view an annual report. Click on the year to be edited or viewed. Any data entered into the middle and bottom sections of the form will be applied to the model year highlighted in this list. This is not the case when the fleet first logs on, because no year is highlighted in such a case. The vehicles for that year will be displayed in the middle section, and, for past reporting years, the bottom section will contain that year’s data (light-duty vehicle (LDV) count, etc.).

This section also presents the demographic and POC information for the fleet, as well as the fleet’s current banked credit balance. The **fleet’s demographic information may be edited** by clicking on the
“Edit Fleet” button, or edit the user information (including user name and password) by clicking the “Edit Fleet Manager Info” button.

**Middle Section of Form**
The middle section of the form is used to add AFVs for which the fleet seeks credit for the model year highlighted in the top section, or to edit vehicle information for AFVs previously entered for this model year (as long as the selected year is a current reporting year). This section includes a list of the AFVs currently in the database that are associated with your fleet for the chosen model year. If the fleet is inserting a new report, the vehicle box will be blank.

A fleet may add a vehicle to the list or select a vehicle to edit its information (click the vehicle in the list to highlight it and then click on the EDIT button). Clicking on the Add, Edit, or Copy button brings up the vehicle data entry form (see section below for explanation of fields in the form). When the data entry for a vehicle is completed, submit the vehicle form by clicking the ADD button to enter the vehicle into the database (or the UPDATE button if editing a vehicle’s information). Repeat this process until all of the vehicles for this model year have been submitted.

The “Copy Vehicle” button allows fleets to make a copy of the vehicle record selected from the list. If the fleet has a vehicle to enter that is very similar to one already in the list, the Copy button allows the fleet to make a copy of the existing record and just change those fields that are different for the new vehicle’s record (e.g., VIN, zip code, acquisition date, etc.). Clicking on the ADD button on the vehicle form submits that vehicle data as a new vehicle record in the database.

The new or updated vehicle(s) will appear on the list of vehicles in the middle section of the annual report entry form when the fleet clicks the “Refresh Screen” button. When entering vehicles is completed, proceed to the bottom section of the form to enter the other pertinent data for this model year. If the other data has already been entered, proceed to the bottom section of the form to click the “Submit Report” button. Clicking this button triggers a re-calculation of the fleet’s credits, which will include the AFVs just entered. Fleets are strongly encouraged not to submit the report until ALL of the AFVs for the year have been entered into the database. To submit the report without all of the AFVs for the year entered will result in an incomplete annual report.

The form will not allow the fleet to enter a vehicle that has an acquired date or conversion date that is outside of the allowable date range for this model year. If such a date is entered, a message appears showing the model year to which credit for that vehicle belongs. The vehicle will not be entered into the database. This vehicle must be entered using the reporting form for the appropriate year (i.e., selecting the corresponding year from the list in the top section of the reporting form).

To delete a vehicle record, contact the database administration team at L-3 Communications.

**Bottom Section of Form**
The bottom section of the screen allows fleet to edit and enter the data on LDV count, biodiesel purchased, and banked credits for which a fleet seeks to apply to this model year’s calculation. When clicking the “Submit Report” button at the right of the screen, this data is sent to the database, triggering a calculation of the fleet’s annual credit balance for the model year and the fleet’s cumulative banked credit balance. The annual calculated credits appear in this bottom section of the form. The fleet must insert a number (including zero if the fleet did not acquire any non-excluded vehicles) into the LDV Count field to trigger these calculations properly.
Results of Submitting the Report to the Database
The resulting calculated credits for the year are shown on the screen that appears after clicking the “Submit Report” button. If the calculated credits total is negative, the fleet needs more credits for this year (i.e., more AFV acquisitions, biodiesel credits, or applied credits) to achieve compliance for this year. If the annual calculated credits value is greater than zero, the fleet has earned extra credits that are added to the fleet’s cumulative banked credit balance. To see the effect on the fleet’s banked credits (at the top of this form), click the “Refresh Screen” button in the Middle section of the form after clicking the “Submit Report” button.

Click the button, “Year xxxx Report,” at the bottom of the screen to view a summary of the report for the year just entered. Use the browser to print this report to the local printer.

Explanation of Model Year
For purposes of Program compliance, a model year runs from September 1 through August 31 (e.g., model year 2009 is September 1, 2008, through August 31, 2009). There are two exceptions to this:

1. Early Years: Model year 1992 ran from October 24, 1992, through December 31, 1992. For other early years (years before acquisition requirements began - model year 1997 for all but electric delay fleets, model year 1998 for electric delay fleets), the model year is coincident with the calendar year - January 1 through December 31.

2. Electric Delay Fleets: For electric delay fleets, model year 1998 (when their acquisition requirements began) runs from January 1, 1998, through December 31, 1998. Subsequent model years are the normal September 1 through the next August 31.

For Biodiesel Fuel Use Credits, the initial model year (1999 model year) was statutorily set to begin November 14, 1998. Thus, the 1999 model year for the biodiesel fuel use credit runs from November 14, 1998, to August 31, 1999. Model years subsequent to this for the biodiesel fuel use credit follow the September 1 to August 31 timeframe.

Explanation of the Light Duty Vehicle (LDV) Count Field
The total number of LDVs acquired during a model year is the total number of LDVs (both conventional and alternative fueled vehicles) the fleet acquired (purchased, rented, or leased) during the reporting model year and located within a Metropolitan Statistical Area/Consolidated Metropolitan Statistical Area. Do not count vehicles that EPAct excludes from coverage (e.g., emergency vehicles, law enforcement vehicles, nonroad vehicles, vehicles parked at private residences when not in use, vehicles used for evaluating or testing products of a motor vehicle manufacturer, vehicles held for lease or rental to the general public, etc. This number of LDVs is used to determine the fleet’s AFV-acquisition requirement for this particular year.

For reports of AFVs acquired before the program requirements began (model years before 1997 for most fleets, before model year 1998 for electric delay fleets), the number in this field should be set to zero.

Explanation of Biodiesel Purchased Field
Biodiesel Fuel Use Credits became an option for fleets to achieve compliance through the Energy Conservation Reauthorization Act of 1998.
The biodiesel fuel purchased for the given model year must be for use in vehicles with Gross Vehicle Weight Rating (GVWR) in excess of 8,500 lbs. Any biodiesel purchased and then sold to another party should not be included in Biodiesel purchased. Also report biodiesel purchased as neat, or 100% biodiesel. If biodiesel was purchased as biodiesel blends of 20% or higher, only report the biodiesel portions of such blends (e.g., 2,250 gallons of B20 [blends of 20% biodiesel and 80% petroleum diesel] should be reported as 450 gallons of neat biodiesel). Biodiesel purchased in blends containing less than 20% biodiesel by volume are not eligible for the Biodiesel Fuel Use Credit.

The potential Biodiesel Fuel Use Credits are derived by dividing total Biodiesel Purchased by 450. This number is rounded down to the next whole number. For fleets that are not Biodiesel Fuel Providers, the actual number of Biodiesel Fuel Use Credits claimed cannot exceed 50% of the AFV-acquisition requirement (rounded down to the nearest whole number). For Biodiesel Fuel Providers the actual number of Biodiesel Fuel Use Credits claimed may not exceed the AFV-acquisition requirement.

**Explanation of the Applied Credits Field**

Fleets that acquire more AFVs than required in a given model year may earn credits for these extra acquisitions. These are “banked credits” that the fleet may apply to meet its acquisition requirement in another year. Each credit applied serves as the equivalent of one AFV acquisition. A fleet may not apply more credits than it has in its banked credit balance, which is the sum of all extra credits the fleet earned and/or acquired for all model years.

**Vehicle Information**

This section describes the contents of the fields on the form you use to enter vehicle information.

- **ID Number**: Number automatically assigned to the vehicle by the database.
- **Internal ID**: Vehicle identifier for your use. (Optional)
- **Make**: The make/manufacturer of the AFV (e.g., Ford, Plymouth, Dodge). (Mandatory)
- **Model**: The AFV’s model name (e.g., Caravan, F150, Impala). (Mandatory)
- **Model Year**: The year that the vehicle was manufactured (not the year that the vehicle was converted to an alternative fuel, if it is a converted vehicle). (Mandatory)
- **Vehicle Category**: The type of vehicle that the AFV is (e.g., automobile, minivan). Select one from the list. (Mandatory)
- **VIN**: Vehicle Identification Number. This is a 17-character (alphanumeric) unique code assigned by the vehicle manufacturer. (Mandatory)
- **Acquisition Date**: This is the date that the vehicle was purchased or otherwise acquired by your fleet. Please use the MM/DD/YYYY format to enter this data. (Mandatory)
- **Conversion Date**: This is the date that the vehicle was converted to alternative fuels. For OEM vehicles (vehicles that were built as AFVs), leave blank. The law allows entry into the program.
only those vehicles that were converted within four (4) months from when they were acquired by the fleet. AFVs acquired before the program went into effect (September 1, 1996) but after the law was passed (October 24, 1992) are not subject to this requirement and are allowed in the program no matter when they were converted to alternative fuels. Please use the MM/DD/YYYY format to enter this data. (Mandatory for AFVs the fleet converted)

- **Fuel Type:** This is the type of alternative fuel that the vehicle is capable of using. Select one from the list. (Mandatory)

- **Fuel Configuration:** There are four options for this field. (Mandatory)
  - Dedicated: a vehicle designed and engineered to operate solely on an alternative fuel.
  - Dual/Bi-fuel: a vehicle that can operate on two different fuels either separately (bi-fuel) or as a mixture (dual).
  - Flexible fuel: a vehicle that has a single fuel storage and combustion system that can be fueled with a blended alcohol fuel, a traditional fuel, or any combination of the fuels.
  - Fuel Cell: a vehicle engineered to operate on fuel cell technology.

- **Conversion Mode:** This field is used to indicate who converted the vehicle to alternative fuels. (Mandatory)
  - The vehicle was designed to operate on an alternative fuel by the original equipment manufacturer (OEM).
  - The vehicle was converted by an owner other than the present owner (Pcon).
  - The vehicle was self-converted by the present owner (Scon).

- **Weight Class:** This field is used to indicate whether or not the vehicle can be considered a light duty vehicle. A vehicle that weighs 8,500 pounds GVWR or less is considered light duty. Vehicles that weigh more that 8,500 pounds GVWR are non-light duty vehicles. Select one from the list. (Mandatory)

- **Zip Code:** This field is used to indicate the zip code of where the vehicle is garaged. If the fleet does not know the specific locations of a vehicle, enter the same zip code that was entered for the fleet. (Please provide if the information is available.)

**Fleet Manager/Point of Contact and Fleet Information**

If an individual is already registered to use this or the previous web site as a Point of Contact/Fleet Manager for a fleet, he/she may edit his/her Point of Contact/Fleet Manager information (including user name and password) by clicking the “Edit Fleet Manager Info” button in the top section of the annual report form described above. Edit fleet demographic information by clicking on the “Edit Fleet” button in the top section of the annual report form. This brings up the fleet information form.
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If an individual with the fleet is currently registered as a Point of Contact/Fleet Manager for a fleet and the fleet needs to add a new fleet for which the same person will be the Point of Contact/Fleet Manager, click on the link, Fill out this form, under Previously Registered POCs Adding a New Fleet at http://www1.eere.energy.gov/vehiclesandfuels/epact/annual_report.html, and complete the information as requested.

If an individual has never registered to use this or the previous web site, and the fleet for which a report is needed has never previously reported either online or otherwise, register an individual as the POC and the fleet as a covered fleet by clicking on the link, Register a New Fleet, under New Fleets, at http://www1.eere.energy.gov/vehiclesandfuels/epact/annual_report.html.

Fleet Manager/Point of Contact Information
The following is a description of each field on the Fleet Manager information form. Those fields on the form with a red asterisk next to the names are required fields - something must be entered before the form can be submitted.

- **ID Number**: Number the database automatically assigns.
- **POC Name**: Name of the fleet manager or other contact person for the fleet. If DOE has any questions concerning this report, the POC will be contacted. (Mandatory)
- **POC Address1, City, State, Zip**: Address of the fleet’s POC. (Mandatory)
- **POC Phone**: Phone number for the fleet manager or other POC. (Mandatory)
- **POC E-mail**: E-mail address of the fleet’s POC. Although not mandatory, the email address allows emailing of a forgotten user name or password. In such an instance, click the link on the login page that will automatically email the user name and password to this email address.
- **POC Fax**: Fax number for the fleet’s POC.
- **User Name**: User name needed to gain access online to the fleet’s data and forms. When first entering Fleet Manager data into the database (i.e., when the database record is initially created), this field is automatically populated. After that, user name may be changed using the Fleet Manager Info form available through the annual report button. (Mandatory)
- **Password**: Password you need to gain access online to your fleet’s data and forms. The password must be 5 or more characters in length. (Mandatory)

Fleet Information:
The following is a description of each field on the Fleet information form. Those fields with a red asterisk next to the names are required fields - something must be entered before the form can be submitted.

- **ID Number**: Number automatically assigned to the fleet by the database.
- **Fleet Name**: Company name, State Agency name or other identifier of the fleet submitting the report. This name should be reasonably descriptive; e.g., Providence Gas
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Distribution Fleet, Tennessee Department of Transportation. See following sections for more information. (Mandatory)

- **Address1**: Street address of the fleet. (Mandatory)
- **Address2**, **Address3**: 2 additional lines to describe the fleet’s street address.
- **City, State, Zip Code**: Additional fields needed to describe the fleet’s address. (Mandatory)

- **Fleet Type**: Category of fleet to which the fleet belongs; four options are possible (Mandatory):
  - **State government organization**.
  - **Alternative fuel provider**, which is a fuel provider whose principal business is producing, storing, refining, processing, transporting, distributing, importing or selling (wholesale or retail) any alternative fuel (other than electricity); or generating, transmitting, importing, or selling (wholesale or retail) electricity; or if that fuel provider produces, imports, or produces and imports (in combination), an average of 50,000 barrels per day or more of petroleum; and 30% or more of its gross annual revenues are derived from producing alternative fuels. A fuel provider is not covered if it is a fuel provider whose principal business is that of transforming alternative fuel into products that are NOT alternative fuels; or it is a fuel provider whose principal business is that of using alternative fuel as a feedstock or fuel in the manufacture of products that are NOT alternative fuels.
  - **Electric Utility Delay** has been approved (by DOE) for electric utility delay status. This is a fuel provider whose principal business is generating, transmitting, importing, or selling electricity, who intended to comply with this regulation by acquiring electric motor vehicles and had notified DOE by January 1, 1996, of its intention. These fleets have the option of delaying scheduled acquisitions until January 1, 1998.
  - **Biodiesel fuel provider** is a fuel provider whose “principal business” is producing, storing, refining, processing, transporting, distributing, importing or selling (wholesale or retail) biodiesel fuel where the term “principal business” means the largest sales-related gross revenue producing activity. If an organization derives a plurality of gross revenue from sales-related biodiesel fuels activity, then the organization’s principal business is biodiesel fuels.

- **Parent Organization**: Name of the parent company for fuel provider fleets or State for state fleets (e.g., Southwest Natural Gas, State of Tennessee), if applicable. See following sections for more information.

- **Publicize Credit Balance**: “Yes” if the fleet name and phone number are to be included on the publicly accessible list of those fleets possessing a positive banked credit balance. Otherwise, select the “NO” button.

- **Internal Identifier**: A fleet identifier for fleet use. (Optional)
Explanation of Fleet Name Versus Parent Organization

**Parents and Subsidiaries/Affiliates**
The responsible reporting party for the Program is the parent or holding company. The Program allows the parent company to choose to report for itself and all its subsidiary organizations, or to have each subsidiary report independently.

If the parent company reports for itself and all subsidiary organizations, the parent company should note this in the remarks section and identify the subsidiaries for which it is reporting. Conversely, if the parent company reports for itself only, the parent company is asked to ensure that each subsidiary, each of which has reporting requirements, reports independently.

To aid the Department in determining the parent/subsidiary relationship, reports should identify the parent company as the **Parent Organization Name** and the subsidiary company as the **Fleet Name** on the form.

**States and State Agencies**
The responsible reporting party for the Program is the State. The Program allows each State to choose to report for itself and all its agencies; or to have a central agency report for the majority of State vehicles and have the remaining agencies report independently; or to have each State agency report independently.

If the State reports for itself and all its agencies, the State should note this in the remarks section and identify the agencies for which it is reporting.

If a central agency is reporting for the majority of State vehicles, the central agency is asked to identify the agencies for which it is reporting and to identify the other State agencies for which reports are expected to be forthcoming.

If State agencies will be submitting reports independently, the State is asked to ensure that each agency that has reporting requirements submits a report of their AFV acquisitions.

To aid the Department in determining the parent/subsidiary relationship, reports should identify the State as the **Parent Organization Name** (e.g., State of Tennessee) and the State agency as the **Fleet Name** on the form (e.g., Tennessee Department of Transportation).