

## **Annual Reporting Reminder for Fleets under Standard Compliance in MY 2012**

December 18, 2012

Dear POC:

The U.S. Department of Energy's (DOE) State and Alternative Fuel Provider Fleet Program wishes to remind fleets subject to DOE's fleet program requirements (10 C.F.R. Part 490) that model year (MY) 2012 officially ended on August 31, 2012, and that fleets must file their MY 2012 annual report no later than December 31, 2012.

If you are working on your report using the online reporting tool, please remember to click "SUBMIT" when you are done. And if you have already filed a report for your fleet, thank you for doing so.

For fleets that operated under the Standard Compliance method during MY 2012, the Standard Compliance annual report must include the number of non-excluded light-duty vehicles acquired during the MY and details on the acquired alternative fueled vehicles (AFVs) and qualified biodiesel purchases. Reports must:

- Be completed using one of the approved methods identified below. DOE will not accept any non-approved forms.
- Be filed in a timely and accurate manner. Failure to submit a timely report is a violation of the Energy Policy Act (EPA) of 1992 and may result in civil or criminal penalties. (See 42 U.S.C. Sec. 13261 and 13262; 10 C.F.R. Part 490, Subpart G.)

If your company or agency has changed its name, merged with another organization, or acquired an alternative fuel provider fleet that also is subject to the Alternative Fuel Transportation Program, please contact DOE before filing your report to discuss how this will affect your fleet's annual report.

Before filing an annual report, fleets should be certain to address any credit deficiencies and the submission of vehicle exclusion requests. Please note, too, that DOE processes a fleet's annual report before it processes an exemption request from the same fleet; therefore, fleets should submit exemption requests *after* they submit, and DOE approves, the fleet's annual report. If you have filed an annual report but are unsure whether you have a credit deficiency, contact L-3 Communications (see below) for assistance in determining your fleet's compliance status. An immediate way to resolve a credit deficiency is to acquire and/or apply banked AFV-acquisition credits.

In addition, utility fleets that intend to exclude electric utility emergency vehicles when determining their annual AFV-acquisition requirements must make a request to DOE in advance of filing their annual reports to ensure that these emergency motor vehicles are properly excluded. Under section 707 of EPC Act 2005, electric utilities may exclude “vehicles directly used in the emergency repair of transmission lines and in the restoration of electricity service following power outages, as determined by the Secretary.” Please use the guidance on DOE's website at [http://www1.eere.energy.gov/vehiclesandfuels/epact/pdfs/section\\_707\\_guidance.pdf](http://www1.eere.energy.gov/vehiclesandfuels/epact/pdfs/section_707_guidance.pdf) when requesting the exclusion of electric utility emergency vehicles.

If you need further information on credit deficiencies or Program compliance, contact DOE's regulatory hotline at 202-586-9171. For information on annual reporting, please contact L-3 Communications at 800-959-5780, or via e-mail at [afv\\_credit\\_acct@L-3com.com](mailto:afv_credit_acct@L-3com.com).

Sincerely,

Dana O'Hara  
Regulatory Manager  
Alternative Fuel Transportation Program  
U.S. Department of Energy

## Reporting Methods under Standard Compliance

### -- Report Online

Fleets that are registered with the AFV Acquisition and Credits Database may file an online report by logging in at [https://www.afdc.energy.gov/vehiclesandfuels/epact/state/progs/poc\\_login.html](https://www.afdc.energy.gov/vehiclesandfuels/epact/state/progs/poc_login.html). For step-by-step instructions on how to complete an annual report online, see [http://www1.eere.energy.gov/vehiclesandfuels/epact/pdfs/fleet\\_ann\\_rpt\\_hlp.pdf](http://www1.eere.energy.gov/vehiclesandfuels/epact/pdfs/fleet_ann_rpt_hlp.pdf). Data may be entered directly into the database, and account information may be viewed. Please contact L-3 Communications if you need assistance in logging in. As indicated above, L-3 Communications Group may be contacted by telephone at 800-959-5780 or by email at [afv\\_credit\\_acct@L-3com.com](mailto:afv_credit_acct@L-3com.com). You may also wish to view an archive of a presentation of the new online reporting tool, available at [http://www1.eere.energy.gov/vehiclesandfuels/epact/annual\\_report.html](http://www1.eere.energy.gov/vehiclesandfuels/epact/annual_report.html).

### -- Download Excel Spreadsheet and Submit via E-mail

Although DOE strongly encourages fleets to use DOE's online reporting system, fleets may report their annual data by filling out the Excel spreadsheet *Form DOE/FCVT/101: Standard Compliance Reporting Spreadsheet* and e-mailing it to [afv\\_credit\\_acct@L-3com.com](mailto:afv_credit_acct@L-3com.com). The

reporting spreadsheet can be downloaded from  
[http://www1.eere.energy.gov/vehiclesandfuels/epact/docs/fleet\\_report\\_07\\_2009.xls](http://www1.eere.energy.gov/vehiclesandfuels/epact/docs/fleet_report_07_2009.xls). Save the  
spreadsheet to your computer, complete the fields, and e-mail it as an attachment to  
[afv\\_credit\\_acct@L-3com.com](mailto:afv_credit_acct@L-3com.com).