Delivery Ticket Calculation Tool Instructions

The Delivery Ticket Calculation Tool was developed by the Massachusetts Department of Environmental Protection (MassDEP) to assist heating fuel suppliers in categorizing and quantifying deliveries of biofuels and biofuel blends in support of reporting requirements established by 310 CMR 7.71: *Reporting of Greenhouse Gas Emissions*.

Instructions

1. Choose a Calculation Method

Each delivery must be broken down into its fuel components using either the *Percentage Method* or the *Volume Method*:

- The *Percentage Method* requires the percentage breakdown of each fuel component (e.g., B20 = 20% biodiesel + 80% petroleum diesel by volume). If you choose this method, use the Data Entry Table in the 'Delivery Ticket Calculation Tool (Percentage Method)' file.
- The *Volume Method* requires the actual volume of each fuel component (e.g., 250 gallons of B20 = 50 gallons of biodiesel + 200 gallons of petroleum diesel). If you choose this method, use the Data Entry Table in the 'Delivery Ticket Calculation Tool (Volume Method)' file.

2. Enter Delivery Details

- Enter each delivery as a separate row in the data table.
- Enter the delivery date, ticket number, and total fuel volume.

3. Apportion the Delivery into Constituents

Based on the selected method, enter the fuel breakdown as follows:

- *Percentage Method:* Enter the percentage of each fuel category in columns E through K of the Data Entry Table in the 'Delivery Ticket Calculation Tool (Percentage Method)' file. Ensure the total in column L equals 100%.
- *Volume Method:* Enter the actual volume of each fuel category in columns E through K of the Data Entry Table in the 'Delivery Ticket Calculation Tool (Volume Method)' file. Ensure the total in column L equals the total gallons delivered in column D.

A sample row is provided in the Data Entry Table for reference in *blue italicized text.*

The total volume of each fuel category is displayed in the green cells at the top of the data entry table. These values should be entered in the Clean Heat and Emissions Tracking System (CHETS).

Definitions of the fuel categories are included in the 310 CMR 7.71: Reporting of Greenhouse Gas Emissions Heating Fuels Reporting FAQ.