

PART 4:

Vehicle Information



Heating fuel suppliers are required to comply with new amendments to [310 CMR 7.71: Reporting of Greenhouse Gas Emissions](#) by registering their business and submitting quarterly emissions reports. As part of this process, businesses will provide information on the trucks used to deliver heating oil or propane to customers in Massachusetts.

Content Overview

1 [Vehicle Information Form](#)

This flyer walks you through how to provide the required information about your vehicles in the [Clean Heat and Emissions Tracking System \(CHETS\)](#). You will need to upload the Vehicle Information Form to your CHETS account, and you will need to enter the number of delivery trucks your business uses to deliver heating oil or propane to customers in Massachusetts.

2 [Number of Delivery Trucks](#)

Vehicle Information Form

Quick Links

1. [CHETS](#) (MassDEP's registration and reporting platform).
2. [Vehicle Information Form](#).
3. [Heating Fuel Emissions Reporting FAQs](#).
4. [MassDEP's Heating Fuels Emissions Reporting Regulation website](#).

The Vehicle Information Form is an Excel spreadsheet provided on [MassDEP's Heating Fuels Emissions Reporting Regulation website](#). This template should be downloaded, filled out, and uploaded to your CHETS account. The following directions walk you through this process.

Step 1: Download the Vehicle Information Form

Navigate to [MassDEP's Heating Fuels Emissions Reporting Regulation website](#). Click on the "Heating Fuel Suppliers" link in the Table of Contents. In this section, you will see the link for the Vehicle Information Form. Alternatively, you can download the form by clicking [this link](#).

Step 2: Fill Out the Vehicle Information Form

Begin by completing the fields at the top of the form. Then, enter the information for each truck in a separate row.

Step 3: Upload the Vehicle Information Form

To upload the Vehicle Information Form, follow these steps:

1. Log in to [CHETS](#).
2. Click on “**My Profile**” in the top right corner of your screen.
3. Under “**My Profile**”, click on “**Account Profile**”.
4. In your “**Account Profile**”, click on “**Documents**” under the **STEPS** headline on the right side of your screen.
5. Click on “**Upload New File**” in blue on the left side of your screen.
6. Select “**Spreadsheet template upload of delivery vehicles**” from the dropdown menu and click the “**Choose File**” button.
7. Once you have chosen the correct file, click the green “**Upload**” button.
8. Click the green “**Submit**” button.

Help with Your Vehicle Information Form

If you cannot open the Excel file on your computer, or you would like additional assistance with the Vehicle Information Form, please contact us by email at dep.chets@mass.gov or give us a call at 617-227-1017. We would be happy to assist you.

Number of Delivery Trucks

You will need to provide the number of delivery vehicles your business uses to deliver heating oil or propane in Massachusetts in the same place where you submit your quarterly emissions in CHETS. If you have not reported quarterly emissions, you will need to set up your report.

To see if you have set up your report, log in to [CHETS](#) and click on “**Submissions**” in the blue bar at the top of your screen. If you have not yet set up your report, there will be no data below the grey title bar of the table. If “**View/Edit: [YOUR COMPANY NAME]**” appears in blue, you have already set up your report.

If you have not yet set up your report:

1. From the Supplier Type drop-down menu, select “**Fuel Supplier Reporting**” and click “**Start Registration.**” Enter your company’s legal name and select “**Continue.**”
2. From the Number of Delivery Vehicles drop-down menu, select the number of trucks your business uses to deliver heating oil or propane in Massachusetts.
3. Click “**Next**” if you would like to complete your quarterly report now. Click “**Submit Registration**” if you would like to complete your quarterly report later. As a reminder, you should only set up your report by clicking “**Start Registration**” under the “**Submissions**” tab *once*.

If you have already set up your report:

1. Click “**View/Edit: [YOUR COMPANY NAME]**”.
2. From the Number of Delivery Vehicles drop-down menu, select the number of trucks your business uses to deliver heating oil or propane in Massachusetts.
3. Click “**Update Registration**”.