APPENDIX B
Fuel Allocations Office Operations Manual

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Approved by:

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INTRODUCTION

This manual is the guidebook for the Fuel Allocations Office during a fuel emergency. It is authorized by NRS 701.210 and responsibility is within the Governor's Office of Energy. Various petroleum mitigation and conservation measures are discussed. This manual provides options to be considered during a fuel crisis. Some would be considered in every situation, but others would only be used as a last ditch option. Fuel shortages may be caused by normal events such as refinery shut downs, electricity shortages that affect pumping capabilities, pipeline problems, or events such as natural disasters, oil embargos or terrorist activity.

The Fuel Allocations Office must be familiar with the fuel delivery systems within the state and also the storage capacities at Las Vegas and Sparks as well as other smaller facilities in rural areas. Notification of a fuel emergency may come from the fuel suppliers, the pipeline company, the federal government, other states, news sources or others. This activity will only be activated during a proclaimed emergency.

It is of utmost importance that the fuel contact list be kept up to date so the appropriate persons/groups are notified. These persons include the Energy Director who will notify the Governor and the Nevada Department of Emergency Management (DEM), other states, local entities, the federal DOE and others listed in the Energy Assurance and Emergency Operations Plan.

This manual is divided into two functions, the disaster support function and the petroleum fuel set-aside function. These functions may be operated individually or together.

DISASTER SUPPORT FUNCTION

Fuels Allocation Officer Checklist: At the instruction of the Energy Director, the Fuels Allocation function is activated.

- Access staff, equipment and communication needs.
- Survey situation and quantify resources.
- Prepare regular updates and attend briefings with the Energy Director.
- Monitor impact of shortage in local jurisdictions.
- Work closely with the Energy Director.
- Draft emergency response recommendations and implement mandatory demand reductions.
- Make fuel security/protection recommendations to the Energy Director.
- Process Emergency Fuel Applications.
- Provide Fuels Allocation Review Officer support data as required.
- Prepare After-Action Memo after shortage is resolved.
- Close function and return borrowed resources when event is resolved.

Voluntary Energy Conservation: For normal shortage support, the Fuel Allocations Office will be acting under the Governor's Office of Energy in maintaining contact and monitoring fuel delivery and status of bulk storage of fuel. Appeals for voluntary energy conservation may include the following:

- Increase use of rideshare programs.
- Increase use of public transportation.
- Increase use of bicycles.
- Observation of speed limits.
- Combine trips whenever possible.
- Reduce idling time.
- Do not race engines.
- Properly inflate tires.
- Avoid excessive braking.
- Reduce use of automotive air conditioning.
- Avoid jack rabbit starts.
- Keep vehicles tuned up (air filters & PCV valves).
- Close drive-thru options at businesses.
- Fill up gas tank after sunset.
- Try not to spill gasoline when filling up, and don't top off your gas tank.
- Drive an electric hybrid vehicle, or low-emission scooter or motorcycle.
- Consider low-maintenance landscaping that uses less water and doesn't require the use of gas-powered lawn tools to maintain.
- Turn off lights and electronics when not in use. Less fuel burned at power plants means cleaner air.

If the above actions do not mitigate the fuel shortage, the following items could be considered. At this point, it is likely that the Governor might issue a declaration of emergency as the fuel situation has existed for an extended period of time and is not being resolved in a satisfactory manner.

- Adopt a state priority end-user program.
- Develop contractual provisions and language in fuel purchasing contracts for fuel supplies in an emergency.
- Expand fuel storage capacity on existing storage locations or incorporate larger storage in new facilities that may be constructed in the future.
- Maximize the use of alternative fuels through increased use of vehicles with flexible or alternative fueling capabilities. This includes the use of hybrid electric and electric vehicles.

These options are worthy of consideration as the implementation of the State Petroleum Set-Aside Program can take up to a month to get functioning and, in an emergency, these alternatives will allow a faster method of addressing fuel issues.

State Priority End-User Program: A Priority End-User Program requires petroleum suppliers to provide sufficient fuel to critical end users as listed below:

- Agriculture
- Aviation
- Emergency Services
- Energy Production
- Government
- Health Care Services
- Passenger Services
- Trucking
- Utility Services

This program brings together energy assurance officials and fuel marketers to examine options and legislation necessary for expediting the sale of critical fuels in times of drastic shortages. An accepted measure for supply would be based on an average of previous supply volume during normal conditions. The supply may need to be supplemented by the nature and scope of the shortage such as a power shortage coupled with a fuel shortage. If the shortage will be for an extended period of time, this would be the starting point for enacting the fuel set-aside program.

Contractual Options: Many groups and agencies purchase fuel at spot-market pricing and do not have fuel contracts. Fuel contracts may have higher prices than spot-market pricing, but generally fuel contracts provide a higher priority for delivery of fuel. Sources of spot-market fuel generally disappear during a fuel shortage. Risk management activity can determine advantages of fuel contracts versus spot-market purchasing for fuel.

Storage Options: NDOT fuel sites are limited in the amount of storage that is available. The storage amounts are based upon normal fuel consumption for the area. With anticipated use of NDOT fuel sites for emergency operations, supplementing the amount of storage with additional tankage as a hedge against a fuel shortage must be evaluated. The evaluation would be based on the following.

- Site location,
- Additional fuel source (distance from supply),
- Space available for additional tankage,
- Cost of increased storage, and
- Risk.

Fleet Management Options: The State Motor Pool has been purchasing alternative fueled vehicles to be in compliance with NAC 486A. Hybrid vehicles and flex fueled (E-85) vehicles have been purchased, but these vehicles are for moving persons and are not working vehicles in the heavier class. NV Energy has been purchasing hybrid and electric vehicles in small numbers to supplement their operations during fuel shortages. Funding shortages have kept these programs from progressing as far as desired, but it is a movement in the right direction to address fuel shortages.

Mandatory Conservation

- **Car Pooling/Rideshare:** State agencies and business should establish car pools and ride share programs. These programs would be easier to apply to the large metropolitan areas rather than in the rural areas. The regional transportation agencies have the capability to implement these activities. However, some of the rural businesses such as mining operations, power plants, and manufacturing facilities that are labor intensive may consider these types of mitigating efforts to get their employees to work. Personnel departments have employee addresses and should establish pickup points and drivers. Decisions would be necessary to determine whether personal or company vehicles would be used for this activity. Insurance, cost of fuel and work schedules would have to be investigated prior to an emergency. Incentives and support programs may be necessary to stimulate increased use of ride sharing. Carpools may be organized by the commuters, by employers, or private companies. This type of activity would also include vanpools, but this type of system would probably require involvement of the employer.

- **Use of Public Transportation:** Expanding the use of public transportation may require incentives by government or the employer to be effective with a short notification time. Public transportation routes and schedules should be made available to employees.

- **Reduction of commuter trips and business trips:** Fuel can also be conserved by reducing commuter and business trips by using Web-cast methods for meeting or alternative work sites. If alternative work sites are not available, telecommuting would be an option if equipment was available to the employees to do this. Staggered work hours and four day work weeks would also save fuel.

If the above mentioned methods still do not mitigate the fuel situation, the following may be considered:

- **Reinstate a 55 mph speed limit:** This measure to conserve fuel usage would require cooperation of local and state law enforcement agencies and revised signs along the roadways.

- **Restricted vehicle use:** In addition to the revised speed limits, non-essential use of vehicles would be restricted as would fuel availability. This would burden enforcement agencies, but would reduce traffic and highway congestion and would reduce fuel consumption.

- **Restrict vehicle use on designated days to only commercial, mass transit and essential vehicles:** On odd or even days of the week, privately owned cars, trucks and vans with even (or odd) numbered license numbers would be allowed on the roads.

- **Measured structuring of fuel sales:** Require a minimum amount of fuel to be purchased at a fueling stop to prevent "topping off" and to minimize panic buying of fuel.

- **Limit fuel sales on designated days:** For all days of the week, privately owned cars, trucks and vans with even (or odd) numbered license numbers would be restricted from refueling. This activity would foster more efficient and conservative transportation practices. The first number on the license plate would be the number used to determine odd or even. If only letters are on the plate, the first letter would be used converting the letter to where it fits in the alphabet numbering one to twenty-six
- **Surcharge on fuel:** If fuel prices were not high enough to curtail fuel consumption, a surcharge (tax) on fuel could be used to conserve fuel usage.

PETROLEUM FUEL SET-ASIDE FUNCTION

If the above measures have still not gotten the fuel situation in hand, the final activity would be to use the Nevada Petroleum Fuel Set-Aside program, NRS 701.210. This would require an emergency declaration by the Governor. The application process for the Fuel Set-Aside program follows.

Request for Federal Assistance: Severe petroleum product emergencies usually result from national or international events that are beyond the ability of state agencies to influence. At this point, the state can request assistance from the federal government.

Two actions, which can be taken by the federal government or initiated by the state request include: Fuel Waivers and Driver Hours of Service Waivers.

Fuel Waivers: A fuel waiver can be granted in the event of a gasoline or diesel fuel supply emergency by the Environmental Protection Agency with the agreement of the Department of Energy. Fuel or fuel additive requirements may be temporarily waived if doing so will alleviate the fuel supply emergency. In addition, actions might be taken to suspend state rules and regulations that mirror federal requirements. In such cases, the Governor may also need to take action under state authority. Alternatively, if the state's rules on fuel requirements include waiver provisions, these may be used.

When fuel waivers are under consideration at a state level, it is important to ensure coordination between the various state agencies. A fuel waiver can be issued only when the criteria specified in the Clean Air Act Section 211 (c) (4) (C) have been met. In general, these criteria allow a fuels waiver only to address a temporary emergency fuel supply shortage that exists throughout a state or region that was caused by an unusual situation such as an Act of God, and that could not have been avoided by prudent planning. "Spot" or localized shortages generally are not fuel supply disruptions for which a waiver may be issued. A fuel supply disruption that meets the criteria for a waiver must by one that results in a generalized supply emergency.

EPA has promulgated various requirements for motor vehicle fuel under the Clean Air Act, which applies to both gasoline and diesel fuel. If the fuel waiver criteria have been met, EPA may waive time and type fuel restrictions for a designated area and period of time. This provides petroleum suppliers with added supply flexibility during a shortage.

A fuel waiver may allow use of higher volatility gasoline from rural areas to address a fuel supply shortage in an urban area. Similarly, a waiver of the summer volatility requirements could allow winter grade gasoline to be used during the summer high ozone season. Fuel waivers that allow use of gasoline with high volatility may result in increased VOC emissions. For this reason, the Clean Air Act provides strict criteria for when fuel waivers may be granted, and requires that waivers be limited as much as possible in terms of their geographic scope and duration.

Process for Requesting a Fuel Waiver: EPA works closely with state officials especially during emergencies. Except in unusual or emergency circumstances, a formal request for a fuel waiver is made by, or on behalf of, the Governor after consultation with EPA. During normal business hours (Monday through Friday, 8 am to 5 pm Eastern Time) the first point of contact for obtaining information about a fuel waiver request is the EPA Air Enforcement Division, at 202-564-2260, or the Transportation and Regional Programs Division, at 734-214-4956. Outside of normal business hours, the point of contact is the EPA Emergency Operations Center, at 202-564-3850, which is able to communicate with ehe EPA officials who provide assistance regarding fuel waiver requests.

Waivers for Driver Hours of Service Restrictions: Limits on the number of hours a truck driver can operate a vehicle fall under requirements of the Federal Motor Carrier Safety Administration (FMCSA). These limits can be waived under two conditions. First, if an emergency has been declared by the President of the United States, the governor of the state, or by their authorized representatives having authority to declare emergencies; and second, if the FMCSA Field Administrator has declared that a regional emergency exists which justifies and exemption. This exemption cannot exceed the duration of the motor carrier's or driver's direct assistance in providing emergency relief to the affected area, or 30 days from the date of the initial declaration of the emergency or the exemption from the regulations by the FMCSA Field Administrator, whichever is less.
This means that if the governor has declared an emergency in all or any part of the state, driver hours of service are automatically waived for drivers making deliveries to provide emergency relief to the affected area. Drivers passing through multiple states do not require that waivers be in effect in those states if they are providing supplies to an area where an emergency has been declared.

390.23 Relief from regulations which includes Parts 390 to 399 can be found at:
http://www.fmcsa.dot.gov/rules-regulations/administration/fmcsr/fmcsrruletext.asp?chunkKey=090163348002389c
Limits on Hours of Service of Drive can be found at:
http://www.fmcsa.dot.gov/rules-regulations/administration/fmcsr/FmcsrGuideDetails.asp?menukey=395

APPLICATION PROCESS FOR EMERGENCY FUELS ALLOCATION

The Governor's Office of Energy is the agency responsible for administering the Petroleum Fuels Set-Aside Program (Fuels Set-Aside Program). During a proclaimed state of emergency, intrastate petroleum and petroleum product stocks that are for the essential activities pertaining to the citizens of Nevada may be allocated through the Fuels Set-Aside Program. The total amount of all fuel types available for the Fuels Set-Aside Program is based on in-state availability and storage at the time of the state of emergency. An agency or organization may be eligible for the program if it is an emergency service provider or it uses petroleum fuel for operating equipment, producing crops, moving goods and people, or maintaining other types of essential services and can prove justifiable hardship.

This is the second function of the Fuels Allocation Office after the disaster support function. This is the final activity to make sure that essential activities pertaining to the citizens of Nevada may be performed. These are:

- Protection of life
- Protection of property
- Provision of essential services
- Restoration of infrastructure
- Continuity of economic viability

The following information on the Petroleum Fuel Set-Aside is from the Petroleum Fuel Set-Aside Applicant Handbook published by the California Energy Commission, October 2007. This has been modified to fit Nevada requirements and is prepared in compliance with NRS 701.210.

Purpose of the Program: The Nevada Fuels Set-Aside Program is intended to help ease regional shortages and hardships for end-users who are unable to acquire essential volumes of fuel at any price. The Fuels Set-Aside Program is implemented only after the Governor proclaims a state of emergency and when market forces, voluntary conservation, or other mandatory programs are unable to maintain an adequate and equitable distribution of fuel.

The program is designed to cause only minimal interference with the market, using a percentage of in-state availability of fuel that are sufficient only to satisfy hardship and emergency cases. The program makes no attempt to reduce or inhibit the market price of fuels. All fuel delivered through the program will be purchased at the market price and, whenever possible, through the usual supplier. The petroleum set-asides are as follows:

- Motor gasoline: 5%
- Diesel and heating oil: 4%
- Boiler fuel, #4 heavy industrial fuel oil: 3%
- Propane: 3%
- Aviation Gasoline: 5%
- Kerosene: 2%

Purpose of this Document: This document provides a description of the application process for requesting fuel supplies in the event of a fuels shortage. It explains the purpose of the Fuels Set-Aside Program, the eligibility requirements for each program category, and how the application process works. A copy of the application form and detailed instructions on how to complete the form are included. In addition, audit procedures used to discourage or detect fraud are included as well as procedures for appeal if an application is denied.

Structure of the Program:
The specific management of the Fuels Set-Aside Program is located in the Governor's Office of Energy and is the responsibility of the Fuels Allocation Officer. The Fuels Set-Aside Program is divided into three categories:

- Emergency Services
- Community Hardship
- Basic Set-Aside

To achieve maximum flexibility in the Fuels Set-Aside Program, the individual categories within the program are implemented only as directed by the Energy Director. Thus, all categories will not automatically become effective when the Fuels Set-Aside Program is implemented. The Fuels Set-Aside Program ends when the Governor rescinds the emergency proclamation or chooses to terminate the program.

Audit Process: Provisions exist for auditing or investigating applications to discourage and prosecute those who would abuse the Fuels Set-Aside Program. The audit is intended to prevent the deliberate misrepresentation of facts, use of the fuel for a purpose other than as stated, or resale of the fuel.

Three criteria are used to select the applications to audit:

- **Suspicion of Abuse:** The tracking systems used to process applications will screen for discrepancies and possible abuse.

- **Public Complaint:** If the Bureau of Consumer Affairs of the Attorney General's Office receives
- a public complaint, particularly if accompanied by a written report, the application will be reviewed for possible investigation.

- **Random Selection:** At the discretion of the Fuels Allocation Officer, applications may be randomly selected for audit. Any person who knowingly violates the rules and regulations of the Fuels Set-Aside Program is guilty of a misdemeanor and will be punished to the full extent of the law. The Attorney General or prosecuting attorney of a county will prosecute alleged violators.

Application Procedures: Read this section carefully if you think you may be eligible for fuel supplies from the Fuels Set-Aside Program. It contains step-by-step instructions you will need to follow to complete the application form, located at the end of this section. If you need technical assistance in filing the application, you should call the Governor's Office of Energy at (775) 687-1850.

IMPORTANT

Fuel will be allocated monthly. Therefore, you must file an application at the beginning of each month that you require an emergency allocation. You must also complete a separate application for each type of fuel you require (gasoline, diesel, etc.)

There are four steps to the application process:

- **Determine Your Eligibility:** The first step in the application process is to determine your eligibility for the program. The Fuels Set-Aside Program is divided into three categories:

  a. **Emergency Services:** This category allows end users who provide emergency, health, safety, or essential services to receive fuel during a crisis. You are eligible to apply within this category if you are a provider of emergency services (police, fire, emergency medical, etc.) and are unable to obtain fuel supplies at any price.

  b. **Community Hardship:** This category allows for distribution of fuels to qualified areas. You may be eligible to apply within this category if you are an individual, association, retailer, or governmental agency providing fuel services to a community experiencing an emergency or hardship. A community is defined as one of the following:
     - City
     - County
     - Geographical area consisting of at least 50 square miles
     - Geographical area of 5 square miles but containing no more than 10 service stations
     - Military base exchange
     - Community Hardship is the only category of the program where retail service stations may be eligible for a fuels set-aside allocation. When filling out an application for an emergency fuel allocation, you must include a description of the community boundaries and how the inability to obtain fuel is affecting the community.

  c. **Basic Set-Aside:** This category allows distribution to end users who are providing essential services and can demonstrate they are having difficulty obtaining fuel supplies at any price. If you are experiencing a fuel hardship or emergency, but do not qualify for either of the other two categories, you may be eligible to file within this category.

- **Complete the Form:** Listed below are instructions for filling out the Emergency Fuel Application form located on the last page of this document. When the Fuels Set-Aside Program has been activated, this form can also be found online at www.energy.nv.us. The online form can be accessed only during an emergency.

1. **Applicant Name:** Enter the name of the individual, company, or organization requesting a fuel allocation.
2. **Tax ID or SSN:** Enter the tax identification number used for filings with the Internal Revenue Service for the requesting organization. If requesting fuel as an individual, enter your social security number.
3. **Contact Person:** If the applicant is a company or organization, enter the name of a contact person.
4. **Mailing Address:** Enter the contact person's mailing address.
5. **Phone:** Enter the contact person's area code and telephone number.
6. **Cell Phone:** Enter the contact person's area code and cell phone number.
7. **Fax:** Enter the contact person's fax number.
8. **City/State/Zip:** Enter the second line of address information for the contact person.
9. **Email:** Enter the contact person's email address.
10. **Delivery Address:** Enter the address where the requested fuel will be delivered (if different from mailing address).
11. **Delivery City/State/Zip:** Enter the second line of delivery address information.
12. **Delivery County:** Enter the county where the fuel will be delivered (delivery must be in Nevada).
13. **Amount of Fuel Requested (Gallons):** Enter the amount of fuel being requested for emergency allocation from the fuels set-aside program (in gallons).
14. **Average Historical Monthly Usage (Gallons):** Enter the average amount of fuel applicant uses monthly under normal circumstances.
15. **Date Fuel Needed:** Enter the date for which applicant is requesting emergency fuel allocation. Note that an application must be filed at the beginning of each month that applicant requires an emergency allocation.
16. **Fuel Type Requested:** Select the type of fuel being requested. A separate application must be filled for each type of fuel. If the "other" category is chosen, please specify the type of fuel.
17. **Program Category:** Select one of the listed categories. If applicant doesn't qualify under Emergency Services or Community Hardship, choose Basic Set-Aside. Select the closest application for which applicant intends to use the fuel.
18. **Fuel Use Category:** Select one category that best describes the activity for which the fuel is to be used. Table 1 contains examples of possible activities and their related categories. However, the categories are not limited to just those activities. If an applicable fuel use is not listed, choose "other" and describe it in one or two words.

Table 1
FUEL USE CATEGORIES

Agriculture	Agricultural Production (Including Agricultural Trucking & Agricultural Aviation)
Aviation	Commercial Aviation for Passengers and Cargo, Aviation ground Support Vehicles and Equipment
Emergency Services	Police, Fire, Ambulance, Dispatch Services, Emergency Shelters
Energy Production	Diesel Fuel for Electric Generating Systems and Emergency Back-up Generators
Government	Critical Maintenance Activities such as Snow Removal, Landslide Clean-up, Dam Repair
Health Care Services	Hospitals, Clinics, Nursing Homes
Marine Transportation	Non-Military Cargo, Passenger, and Fishing Vessels
Passenger Services	School Buses, Regional Transit Systems, Taxis, Commercial Bus Lines
Trucking	Cargo, Freight, and Mail Hauling by Truck (including Diesel Truck Stations)
Utility Services	Electricity, Natural Gas, Water, Telephone, Telegraph, Sanitation

19. **Distributor:** Enter the name of the local (Nevada only) distributor, jobber, or consignee's firm that normally supplies applicant with fuel. If applicant does not normally receive fuel in this manner but instead receives fuel directly from an oil company, enter the oil company's name and other related information.
20. **Distributor's Contact Person:** Enter the name of the contact person at the company that normally provides applicant with fuel.
21. **Distributor's Address:** Enter the address for applicant's normal distributor.
22. **Phone:** Enter the phone number for applicant's normal distributor.
23. **Cell Phone:** Enter the cell phone number for applicant's normal distributor.
24. **Fax:** Enter the fax number for applicant's normal distributor.
25. **City/State/Zip:** Enter the second line of address information for applicant's normal distributor.
26. **Email:** Enter the email for applicant's normal distributor.
27. **Distributor's normal fuel source (Company Name):** Enter the name of the distributor's source of fuel supply; that is, the oil company that supplies the applicant's distributor with fuel under normal circumstances.
28. **Description and Comments:** Describe in detail the circumstances and situation relating to the hardship or emergency. Fully explain how the inability to obtain the needed fuel is impacting or will impact essential or emergency services in Nevada (or the community if you are applying under community hardship). Also, describe any efforts to reduce the

hardship or emergency and all attempts (successful or unsuccessful) that have been made by the applicant to obtain fuel from other sources.

- **File the Application:** Make sure all sections of the application are completed or marked "not applicable". Use one of the following methods to submit the application.
  1. Hard (paper) copies of the application can be either faxed to the Office of Energy at: (775) 687-1869 or mailed to the following address:
     Governor's Office of Energy
     755 N. Roop St., Suite 202
     Carson City, Nevada 89701

  2. Electronic (scanned) copies of the application can be emailed to the Office of Energy at pkonesky@energy.nv.gov. Instead of filling in the form in this handbook, you can fill in the online form located on the Office of Energy web page at www.energy.nv.gov. This online form can only be accessed during an emergency.

- **Purchase the Fuel:** The Office of Energy will notify you whether your application has been approved for the full amount requested, approved for a smaller amount than requested, or denied. You must make your own arrangements with the supplier for delivery and payment. The State of Nevada makes no guarantee for payment nor acts as surety for payment.

Appeal Process: If your application was denied, or only partially approved, you may appeal the decision. The appeal must be filed within 15 days after the date of notification of the decision. In an appeal, you must fully explain your objection to the decision and why your particular situation constitutes a hardship or emergency. File the written appeal with:

Fuels Allocation Review Officer
Governor's Office of Energy
755 N. Roop St., Suite 202
Carson City, Nevada 89701

The Fuels Allocation Review Officer, who is independent of the Fuels Allocation Officer, will review your appeal. The Fuels Allocation Review Office has 15 days after the appeal has been received by the Office of Energy to stipulate one of three possible actions:

- Reverse the prior decision and grant the requested fuel
- Modify the prior decision and grant an increase in the amount of fuel originally allocated
- Affirm the prior decision and deny the appeal

The Fuels Allocation Review Officer will notify the applicant by mail of the decision within 15 days after the appeal is filed. The Office of Energy Deputy Director is available to provide procedural advice. For further information call (775) 687-1850 or visit our website at: www.energy.nv.gov.

GOVERNOR'S OFFICE OF ENERGY
PETROLEUM FUELS SET-ASIDE PROGRAM

Office Use Only
Case Number
Date Received
Entered By

EMERGENCY FUEL APPLICATION

Fax completed application to (775) 687-1869 or mail to: Governor's Office of Energy, 755 N. Roop St., Ste. 202
Carson City, Nevada 89701

Applicant Information

1. Applicant Name	2.Tax ID or SSN	3. Contact Person	
4. Mailing Address	5. Phone	6. Cell Phone	7. Fax
8. City/State/Zip		9. Email	
10. Delivery Address	11. Delivery City/State/Zip	12. Delivery County	

Fuel Use Information

13. Amount of Fuel Requested (Gallons)	14. Avg. Historical Usage (Gal)	15. Date Fuel Needed

16. Fuel Type Requested (*Check one*)

- ☐ Gasoline
- ☐ CARB Diesel (on road)
- ☐ High Sulfur Diesel (on road)
- ☐ Heating Oil
- ☐ Jet Fuel
- ☐ Kerosene
- ☐ Propane
- ☐ Other (specify):

17. Program Category (*Check one*)

- ☐ Emergency Services
- ☐ Community Hardship
- ☐ Basic Set-Aside

18. Fuel Use Category (*Check one*)

- ☐ Agriculture
- ☐ Aviation
- ☐ Emergency Services
- ☐ Energy Production
- ☐ Government
- ☐ Health Care Services
- ☐ Marine Transportation
- ☐ Passenger Services
- ☐ Trucking
- ☐ Utility Services
- ☐ Other (specify):

Fuel Source and Distributor Information

19. Distributor		20. Distributor's Contact Person	
21. Distributor's Address	22. Phone	23. Cell Phone	24. Fax
25. City/State/Zip		26. Email	
27. Distributor's Normal Fuel Source (Company Name)			

Description and Comments

28. Describe the hardship or emergency and your efforts to obtain the necessary fuel from other sources. (attach additional sheets if necessary)

Important Note: By submitting this application, you certify that all information is true and correct to the best of your knowledge. You also certify that you have made a good faith attempt and have been unable to obtain essential fuel at any price. If any or all of the fuel requested is granted, you agree that it will be delivered in Nevada and used to alleviate the hardship, and will not be diverted to other purposes or resold.

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