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## ARIZONA DEPARTMENT OF ADMINISTRATION

GENERAL SERVICES DIVISION

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### MEMORANDUM

**TO:** State Fleet Administrators

**FROM:** Steve Perica  
General Manager/State AFV Coordinator

**DATE:** June 4, 2015

**SUBJECT: FY 2015 FLEET DATA REPORTING INSTRUCTIONS**

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State law requires the Department of Administration to provide a detailed reporting of specific fleet-related data to the Governor, the Speaker of the House of Representatives, the President of the Senate, the Governor's Office of Strategic Planning and Budgeting, and the Joint Legislative Budget Committee on an annual basis. In addition to this state requirement, the U.S. Department of Energy requires ADOA to file an annual Transaction Summary Report for all Arizona state fleets. Moreover, the information compiled for this report will also be used to evaluate agency compliance with Executive Order 2010-06.

In order to prepare these extensive reports, it is imperative that all agencies and departments provide the required information for their fleets to ADOA **on or before August 1, 2015**. This memorandum and the attached instructions contain the information needed to assist with fulfilling your agency's obligations.

Enclosed are the instructions, a sample response and an Excel spreadsheet to capture your fleet data for the report. Please follow the instructions and ensure that the spreadsheet is completed using the codes provided and that all data fields are filled out and represented. All agencies should verify the information contained in each field to avoid data errors.

**Included in this year's reporting is a new category, "Usage Classifications", which will indicate the primary utilization of the vehicle. It is included in column 29. This information will help decision makers have a clearer understanding of state vehicle utilization.**

**Please do not include vehicles leased through ADOA Fleet Management Office in your report.**

The completed spreadsheet should be mailed to the address above, attention Jessica Leal or sent via e-mail attachment to [Jessica.Leal@AZDOA.gov](mailto:Jessica.Leal@AZDOA.gov). If you need assistance in completing the spreadsheet, please contact me at 602-542-0796 or Jessica Leal at 602-542-6247.

Enclosures

## Instruction Sheet for Fleet Data Reporting

Pursuant to A.R.S. § 41-803 sub-section C and R, all State agencies and departments shall include vehicle inventory and maintenance data with Alternative Fuel Vehicle (AFV) information by **August 1<sup>st</sup>**. The State AFV Fleet Coordinator will compile the information and prepare a report. The final document will be submitted on **November 1** each year to the Governor, the Speaker of the House of Representatives, the President of the Senate, the Governor's Office of Strategic Planning and Budgeting, and the Joint Legislative Budget Committee. Agency fleet managers should fill out each column of the attached spreadsheet with their fleet information. Instructions are as follows:

- Column 1. Vehicle Number:** This is a sequential numbering of vehicles. (1, 2, 3, 4.....)
- Column 2. Fixed Asset Number:** AFIS fixed asset number or agency fixed asset number.
- Column 3. Vehicle License Number:** Vehicle license plate number. If the vehicle has undercover plates, do not provide this figure; enter U/C in this column.
- Column 4. Make:** The make/manufacturer of the vehicle (e.g., Ford, Plymouth, Dodge, Chevrolet).
- Column 5. Model:** The vehicle model name (e.g., Caravan, Taurus, Cavalier, F-150).
- Column 6. Vehicle Category Code:** Refers to the type of vehicle (e.g., automobile, mini van, passenger van, etc.). Please refer to the "Vehicle Category" codes on page 4 of these instructions.
- Column 7. VIN:** Vehicle Identification Number. This is a 17-character (alphanumeric) unique code assigned by the vehicle manufacturer. **Please be sure this information is correct. It must be 17 characters to be valid, and is a requirement for the Federal EPAct report.**
- Column 8. 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).
- Column 9. Odometer at 07/01/14:** Odometer reading at 07/01/14.
- Column 10. Odometer at 06/30/15:** Odometer reading at 06/30/15.
- Column 11. 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.
- Column 12. Original Purchase Price:** The price your agency paid for the vehicle.
- Column 13. PM Service Interval:** Refers to the set month and/or miles criteria for vehicle preventative service intervals. If your fleet has no program, enter N/A.
- Column 14. FY 2015 Maintenance Cost:** Please enter all preventative maintenance and repair costs.
- Column 15. FY 2015 Other Costs (Risk Prem):** Risk Management premium.
- Column 16. FY 2015 Gas/Diesel Fuel Gallons:** Please enter all unleaded or diesel fuel gallons.
- Column 17. FY 2015 Gas/Diesel Fuel Cost:** Please enter all unleaded or diesel fuel costs.

**The following shaded columns are for Alternative Fuel Vehicles ONLY**

**Column 18.** This is the type of alternative fuel that the vehicle uses. Please refer to the “Fuel Type” codes on Page 4 of these instructions.

**Column 19. Fuel Configuration:** There are six options for this section. Please refer to the “Fuel Configuration” codes on Page 4 of these instructions.

- 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 either a blended alcohol fuel, a traditional fuel, or any combination of the fuels.
- Electric: a vehicle powered primarily by an electric motor that draws current from rechargeable storage batteries or other sources of electric current.
- Hybrid Electric\*: a vehicle primarily powered by an electric motor drawing current from rechargeable storage batteries, fuel cells, or other sources of electric current and that also relies on a non-electric form of power.
- \*May not be counted toward state requirement and federal EPCa requirements.*
- Unknown: please indicate if the fuel configuration is unknown.

**Column 20. FY 2015 Alternative Fuel Gallons:** Please enter all alternative fuel gallons (e.g. E85, CNG, or propane). **Do not include Biodiesel information here – use Column 30-33 instead.**

**Column 21. FY 2015 Alternative Fuel Cost:** Please enter all alternative fuel costs (e.g. E85, CNG, or propane). **Do not include Biodiesel information here – use Column 30-33 instead.**

**Column 22. Conversion Mode:** This field is used to indicate who converted the vehicle to alternative fuels. Please refer to the “Conversion Mode” codes on page 5 of these instructions.

- (1) The vehicle was designed to operate on an alternative fuel by the original equipment manufacturer (OEM);
- (2) The vehicle was converted by other than the present owner (Pcon); or
- (3) The vehicle was self-converted by the present owner (Scon).

**Column 23. Conversion Date:** This is the date that the vehicle was converted to alternative fuels. Please use the MM/DD/YY format to enter this data.

- For vehicles that were built as original equipment manufacturer (OEM) AFVs, leave blank.
- For 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, leave this field 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. For vehicles that were converted within four (4) months from date acquired, enter the date converted.

**Column 24 . Light Duty Indicator:** This field is used to indicate whether or not the vehicle can be considered light duty. A vehicle that weighs 8,500 pounds (Gross Vehicle Weight Rating-GVWR) or less is considered light duty. Enter “Y” for Yes if the vehicle is <8,500 lbs. For vehicles weighing more than 8,500 pounds, enter “N” for No. Please refer to the “Light Duty Indicator” codes on Page 4 of these instructions. If you have any questions regarding the GVWR of a particular make of vehicle, you can contact Rob Smook in the ADOA Fleet

- Column 25. Vehicle Zip Code:** This field is used to indicate the zip code of where the vehicle is garaged. **This information must be provided as required by A.R.S. § 41-803.**
- Column 26. Exempt:** Insert an “X” if the vehicle is exempt from alternative fuel requirements. To be exempt, the vehicle must meet one of the criteria below:
- Law enforcement vehicles
  - Emergency vehicles (e.g. ambulance, fire trucks, etc.).
  - Vehicles with a gross weight >8,500 lbs.
  - Off-road vehicles (4-wheel drive)
  - Motorcycles.
- Column 27. Exempt Reason:** If a vehicle is deemed exempt from alternative fuel requirements in column #26, above, please enter the pertinent “exempt reason” code found on page 4 of these instructions.
- Column 28. Removed Vehicle Indicator:** This is a Federal requirement for the EPA Act Report submission (the State AFV Coordinator submits this report for State fleets in December each year). If a vehicle owned by your agency has been disposed or sold between the dates of 07/01/14 and 06/30/15, please mark column 28 with an “X”.
- Column 29. Usage Classification Indicator:** There are nine options for this section. Please refer to the “Vehicle Classification” codes on Page 5 of these instructions:

<b>CT</b>	Client Transport
<b>CO</b>	Construction Operations
<b>EV</b>	Emergency Vehicle
<b>LE</b>	Law Enforcement
<b>MO</b>	Maintenance Operations
<b>MT</b>	Materials Transport
<b>S</b>	Safety
<b>SR</b>	Scientific Research
<b>ST</b>	Staff Transport

Pursuant to state and federal law, one alternative fuel vehicle purchase credit equivalent is earned for every 450 gallons of neat biodiesel (B110) or 2,250 gallons of a diesel fuel substitute (B20 or higher) utilized in vehicles with a gross vehicle weight rating in excess of 8,500 lbs.

- Column 30. (Provide only for vehicles in excess of 8,500 lbs) FY 2015 B20 Fuel Gallons:** Please enter all B20 fuel gallons.
- Column 31. (Provide only for vehicles in excess of 8,500 lbs) FY 2015 B20 Fuel Cost:** Please enter all B20 fuel costs.
- Column 32. (Provide only for vehicles in excess of 8,500 lbs) FY 2015 B100 Fuel Gallons:** Please enter all B100 fuel gallons.
- Column 33. (Provide only for vehicles in excess of 8,500 lbs) FY 2015 B100 Fuel Cost:** Please enter all B100 fuel costs.

# VEHICLE CATEGORIES, ALTERNATIVE FUELED VEHICLE AND EXEMPT CODES

VEHICLE CATEGORY (Column 6)	Code
Automobile	Auto
Mini Van	Mvan
Passenger Van	Pvan
Service Van	Svan
Sport Utility Vehicle	SUV
Light Duty Pickup	LDPu
Medium Duty Pickup	MDPu
Heavy Duty Pickup	HDPu
Service Bed	Sbed
Bus	Bus
Station Car	StaC
Class 3-8	C3-8
Other	Othr

AFV FUEL TYPE (Column 18)	Code
85% Methanol	M85
100% Methanol	M100
85% Ethanol	E85
100% Ethanol	E100
100% BioDiesel	B100
Electricity	Elec
Hydrogen	Hydr
Liquid Petroleum Gas (propane)	LPG
Compressed Natural Gas	CNG
Liquid Natural Gas	LNG
Other	Othr

FUEL CONFIGURATION (Column 19)	Code
Dedicated	Ded
Dual/Bi-Fueled	Dual
Flexible Fueled	Flex
Electric	Elec
Hybrid Electric*	HybE
Unknown	Unk

\* May not be counted toward State or Federal EPA requirements.

CONVERSION MODE (Column 22)	Code
Original Equipment Manufacturer	OEM
Previously Converted (other owner)	Pcon
Self-Converted by Present Owner	Scon

LIGHT DUTY INDICATOR (Column 24)	Code
Gross Vehicle Weight 8500 lbs. or less	Yes = Y
Gross Vehicle Weight greater than 8500 lbs.	No = N

EXEMPT REASON (Column 27)	Code
Law Enforcement Vehicle	LEV
Emergency Vehicle	EV
Vehicle's Gross Weight > 8,500 lbs	GW
Off-road Vehicles	ORV
Motorcycles	MC

# VEHICLE CLASSIFICATIONS

CODE (Column 29)	TERM	DEFINITION
CT	Client Transport	<b>A passenger vehicle primarily utilized for ground transportation of passengers including clients or inmates in the conduct of official state business</b>
CO	Construction Operations	<b>Vehicle is used in the actual construction or repair of buildings, facilities, or roadways.</b> This includes, but is not limited to: cranes, dump trucks, and highway strippers.
EV	Emergency Vehicle	<b>A vehicle used specifically for emergency operations, including fire engines and ambulances or other emergency response vehicles excluding law enforcement.</b>
LE	Law Enforcement	<b>Vehicle is used solely for official law enforcement purposes of a state agency or institution of higher education.</b> This purpose includes pursuit, covert and security vehicles used for the pursuit of potential law offenders and the enforcement of state and institution laws. Vehicles used for administrative or transport purposes by law enforcement agencies, including institutions of higher education, are not designated as Law Enforcement.
MO	Maintenance Operations	<b>Vehicle is used to maintain a specific building, facility, roadway or groups of structures in a specific geographic area.</b> This includes but is not limited to: refuse collection trucks, vans or trucks used by electrical or plumbing technicians and vehicles used specifically for the conduct of custodial work. Inspection of work is not maintenance and should be considered staff transport.
MT	Materials Transport	<b>Vehicle is used to transport agency materials or equipment to and from state and commercial facilities while conducting official state business.</b> Agency materials include raw or manufactured components or goods used in the official daily business of state agencies. This includes but is not limited to: lumber, paper, mail, building supplies, office supplies, machinery and equipment.
S	Safety	<b>Vehicle is used to maintain safe working or environmental conditions and/or monitor for specific safety or environmental threats.</b> Vehicles used to enforce safety or environmental codes and to investigate incidents or enforce code should be designated as Safety.
SR	Scientific Research	<b>Vehicle is equipped and specifically designated to conduct scientific research.</b>
ST	Staff Transport	<b>Vehicle is used to transport agency personnel to and from public, state or private facilities while conducting state business.</b>