Heating Fuel Reporting Program Guide

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This document provides an overview and additional guidance for navigating the Maryland Heating Fuel Reporting Program (HFRP).

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Reporting Program Background

Regulation Summary

In 2025, MDE finalized COMAR 26.11.44 titled Maryland Heating Fuel Provider Reporting Program. This Chapter establishes the requirement for heating fuel providers to report the amount of heating fuel delivered for final sale or consumption in Maryland.

Heating fuel providers need to submit an annual report that details their monthly amount of fuel delivered in Maryland, separated by fuel type, sector, and county. Reporting begins with 2026 fuel delivery data, which is due by **April 1, 2027**. The annual reporting deadline is set for April 1st of each following year.

Heating fuel providers must keep all records, including reports and any other related documents, for at least five years. During that time, MDE may request to review these records.

Who Counts as a Heating Fuel Provider?

Heating fuel providers include companies that deliver natural gas, fuel oil, propane, kerosene, coal, biofuels, and other heating fuels in Maryland for final sale or consumption. See “covered heating fuels” for more.

Covered Heating Fuels

All fuels, except those explicitly excluded in the “Do not report these fuels” category below, must be reported. While diesel fuel for road use is not covered by this reporting program, the delivery of off-road or dyed diesel should be reported.

Report These Fuels		Don't Report These Fuels
Biofuel	No. 2 Fuel Oil	Diesel fuel used in road vehicles
Biomethane	No. 4 Fuel Oil	Motor Gasoline
Coal	No. 5 Fuel Oil	Used Motor Oil
Hydrogen	No. 6 Fuel Oil	Wood and Wood-derived Fuels
Kerosene	Other Fuel Oil	Solid Waste
Natural Gas	Propane	
No. 1 Fuel Oil	Other (specify)	

Used motor oil should not be reported because it has previously been delivered for final sale or consumption. However, Marylanders must get a permit to combust used motor oil and report when the used oil is combusted in fuel-burning equipment under COMAR 26.11.09.

Reporting Requirements

Heating fuel providers must submit their annual report by April 1st for the prior year's heating fuel delivery data. Reports must provide monthly fuel delivery data, separated by fuel type, sector, and county. The reports should not include individual delivery addresses; instead, the deliveries should be totalled at the county level.

Heating fuel providers located outside of Maryland that deliver a covered fuel for final sale or consumption within the state must meet the requirements of this reporting program.

Intended Use of the Heating Fuel Data

MDE will compile and use the data collected under this program to inform emissions data in the Statewide Greenhouse Gas Inventory as well as air

quality planning and reports. Additionally, MDE is considering a future clean heat standard program and may use this heating fuel data as part of this new program.[1]

MDE may publish reported data on its website; however, MDE will further anonymize the data by totaling across all heating fuel providers for each county and sector. In cases where this level of detail does not sufficiently anonymize the data, MDE will combine multiple counties.

Program Registration and Reporting

Program Registration

Covered heating fuel providers should register for the Heating Fuel Reporting Program (HFRP) by completing the registration form. Following registration, MDE will issue a unique company identification number to each provider for the reporting process.

This registration process will help MDE identify the heating fuel providers that deliver biofuels. MDE will work with these companies to ensure the correct options are available in the reporting template.

Reporting Template

There is a reporting template for heating fuel providers to submit their annual heating fuel delivery data. This template is available as a Microsoft Excel spreadsheet. If you do not have access to Microsoft Excel, please request a .csv file by reaching out to MDE at cleanheat.mde@maryland.gov.

Appendix A explains how to use the reporting template.

[1] Per Governor Moore's Executive Order 01.01.2024.19 – "Leadership by State Government: Implementing Maryland's Climate Pollution Reduction Plan."

Technical Assistance Resources

There are several instructional videos on the HFRP Reporting Resources YouTube playlist that guide heating fuel providers through the reporting process.

- Completing the HFRP Reporting Template – this video explains how to fill in the reporting template and submit it to MDE.
- Introduction to the County Identification Tool – this video shows how to use the County Identification Tool to identify the county for a list of addresses in Maryland.
- Fixing Unmatched Addresses in the County Identification Tool – this video shares tips and tricks for fixing unmatched addresses in the County Identification Tool.
- Preparing Your Data for the HFRP Reporting Template – this video demonstrates how to prepare and format fuel delivery data in Excel for easy integration into the reporting template.

Reporting by Sector

Reporting By Sector

Heating fuel providers need to separate their fuel delivery data by economic sector. The sectors a provider may deliver to include: residential, commercial, industrial, electric power, and other energy-consuming sectors.

Heating fuel providers may use a company's existing utility rate classification to determine the sector served by a fuel delivery.

Note: If a heating fuel delivery is to the electric power sector or industrial sector, even if the owner of the facility is a commercial business, providers should categorize this delivery as a delivery to the electric power or industrial sector, respectively.

Residential

The *residential sector* covers living quarters for private households.

Common energy uses associated with this sector: Space heating, water heating, air conditioning, lighting, refrigeration, cooking, and running other appliances.

Common Residential Types

- Single-family dwellings (attached, detached, townhomes)
- Mobile homes
- Multi-family dwellings, regardless of metering setup (e.g. apartments, condominiums, etc.)

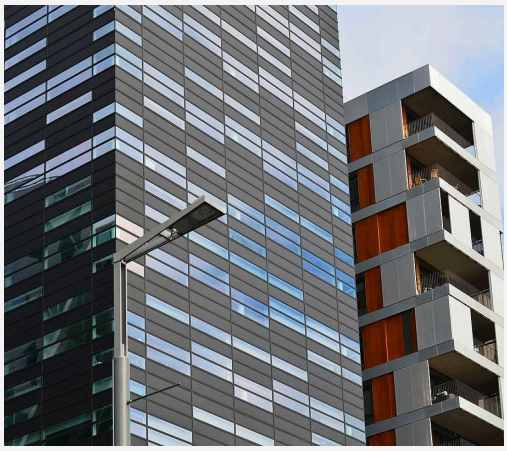
Commercial

The *commercial sector* covers service-providing facilities and equipment, including businesses; federal, state, and local government facilities; institutional living quarters; private and public organizations; and sewage treatment facilities.

Common energy uses associated with this sector: Space heating, water heating, air conditioning, lighting, refrigeration, cooking, and running other equipment.

Common Commercial Types

- Offices
- Hotels
- Restaurants
- Recreational facilities
- Retail stores
- Wholesale stores
- Schools and universities
- Houses of worship
- Healthcare facilities
- Warehouses
- Government (local, state, and federal) agencies
- Military installations



Industrial

The *industrial sector* covers facilities and equipment used for producing, processing, or assembling goods, including those associated with agriculture, construction, forestry, manufacturing, mining, and oil and gas extraction.

Common energy uses associated with this sector: Process heat and cooling and powering machinery, with lesser amounts used for facility heating, air conditioning, and lighting.

Common Industrial Types

- Agriculture
- Construction
- Forestry
- Manufacturing
- Mining
- Oil and gas extraction

Electric power

The *electric power sector* covers facilities whose primary business is to produce or sell electricity or electricity and heat to the public, such as electric generating stations and combined heat and power plants.

Common energy uses associated with this sector: electricity production at a facility that sells electricity, or electricity and heat, **to the public.**

Note: Electric generating stations are separately defined in COMAR 20.79.01.02(23).

Electric power (all for sale to the public)

- Electric utility generation facilities

Other energy-consuming sectors

Other energy-consuming sectors include any heating fuel delivered for final sale or consumption in Maryland not covered by the residential, commercial, industrial, or electric power sectors.

Heating fuel providers should generally select this category for uncommon cases, for example, when delivering a heating fuel to the transportation sector, e.g., to a fueling station for natural gas-fueled buses. Providers will need to give more information before submitting via this category.

More Information on Sector Classification

The size of an operation does not affect classification.

If the building is a...	Then classify it...
Large commercial operation (warehouse)	As commercial, not industrial.
Small industrial operation	As industrial, not commercial.
Multi-use building that includes multiple sectors	Based on predominant volumetric usage.

If a company's records show that one delivery serves multiple sectors without further delineation (e.g., one truck of fuel oil is delivered to both commercial and residential sectors), please estimate the amount of heating fuel used by each sector and document your assumptions.

Reporting by County

Need for County-Level Data

County-level reporting enables MDE to more accurately identify the Maryland communities that face the most significant health impacts from air pollution. This improves MDE's ability to fulfil its mission to ensure all Marylanders can breathe clean air. Fuel combustion produces nitrogen oxides (NOx) and ozone (smog) – air pollutants that contribute to hazardous air quality and can have substantial negative health impacts.

MDE already provides air quality forecasts to the public at the county level.

County Identification Tool

The county identification tool is an optional resource that can help heating fuel providers identify the county associated with a delivery address. Providers are not required to use this tool if they already have county information or have another accurate method for identifying counties.

The county identification tool, developed by the State of Maryland's Geographic Information Office, identifies the correct county for a list of addresses. To be mapped correctly, each address must include the street address, city, state, and zip code.

Please watch our Introduction to the County Identification Tool video, which is available now on MDE's HFRP Reporting Resources YouTube playlist, for a short demonstration on how to use this resource.

Appendix B provides more information on the County Identification Tool.

Appendix A: Completing and Submitting the Reporting Template

Setting Up the Reporting Template (Setup sheet)

Upon opening the reporting template in Microsoft Excel, click the Setup Sheet at the bottom of the window.

This sheet creates a personalized reporting table in the Input Sheet based on your indicated fuels delivered and sectors and counties served. Each box that requires input data is highlighted, and the acceptable inputs are listed in a pop-up description and dropdown menu.

Follow these steps to input your information:

Step 1: **Click a highlighted cell** to select it, and a drop-down feature will appear.

- To fill in information,
    - **Click** the dropdown button - or - **type** in “Yes”

Step 2: **Fill in the top section** with the following information:

- The reporting year,
- If you deliver any biofuels,
- If you deliver to any unconventional energy-consuming sectors,
- Your company name, address, and MDE-assigned ID. (IDs will be assigned during the registration process.)

Note: Following registration, MDE will provide further details on the reporting process to all providers that deliver biofuels or to any unconventional energy-consuming sectors.

Step 3: **Fill in the bottom section** for the following details:

- The specific county or counties you deliver to,
- The specific fuel(s) delivered, and
- The energy-consuming sector(s).

Example of a filled Setup sheet:

What year are you reporting for	
2025	
Do you deliver Biofuels?	
Do you deliver to energy consuming sectors other than Residential, Commercial, Industrial, or Electric Power?	

Company Name	Maryland Department of Environment
Street Address	1800 Washington Blvd
City, State	Baltimore, MD
Input Company ID	99999

Click a highlighted cell below to reveal a dropdown menu. Please leave the dropdown blank for counties, fuels, and sectors that do not apply to you, otherwise mark it as "Yes."

What Counties to you deliver to?	Dropdown
Allegany	
Anne Arundel	
Baltimore City	Yes
Baltimore County	Yes
Calvert	
Caroline	
Carroll	
Cecil	
Charles	Yes
Dorchester	
Frederick	
Garrett	Yes
Harford	
Howard	
Kent	
Montgomery	
Prince George's	
Queen Anne's	
St. Mary's	
Somerset	
Talbot	
Washington	
Wicomico	
Worcester	

What Fuel(s) do you deliver?	Units	Dropdown
Biomethane	Mcf	
Coal	short tons	
Hydrogen	Mcf	
Kerosene	gallons	Yes
Natural Gas	Mcf	
No. 1 Fuel Oil	gallons	
No. 2 Fuel Oil	gallons	Yes
No. 4 Fuel Oil	gallons	
No. 5 Fuel Oil	gallons	
No. 6 Fuel Oil	gallons	
Other Fuel Oil	gallons	
Propane	gallons	Yes

What Sector(s) Receive Fuel?	Dropdown
Commercial	Yes
Electric Power	
Industrial	
Residential	Yes

Inputting your fuel delivery data (Input Sheet)

Navigate to the Input Sheet at the bottom of the window.

Columns B-F in the Input Sheet list the possible counties, fuel types, and sectors by month based on your selections in the Setup sheet.

- **Enter** fuel delivery data by county, starting in Column G
- **Input** "0" if you did not deliver any fuels to a specific combination of your selected counties, fuel types, and sectors.

Submitting the Reporting Template

Use the following steps to save your reporting template and share it with MDE. Please note that MDE will only accept .xlsx or .csv formats.

Step 1: **Save the workbook** and include your company name, MDE-assigned ID, and the reporting year in the file name. See the example below:

- Example: "YYYY_CompanyName_ID#_HFRP.xlsx"

Step 2: **Use** the subject line "YYYY Company Name ID# HFRP"

Step 3: **Send the workbook** to MDE at cleanheat.mde@maryland.gov.

Appendix B: Identifying Counties for Your Delivery Addresses

Heating fuel providers must report their fuel delivery data by sector, fuel type, and county. Maryland's County Identification Tool can save time and simplify the reporting process by identifying the county for each delivery address.

There are four main actions you must take to use the county identification tool for data reporting.

1. Organize your postal address dataset.
2. Download the address template and upload your dataset.
3. Clean any data errors.
4. Download the geocoded dataset.

Task 1: Organize your postal address dataset

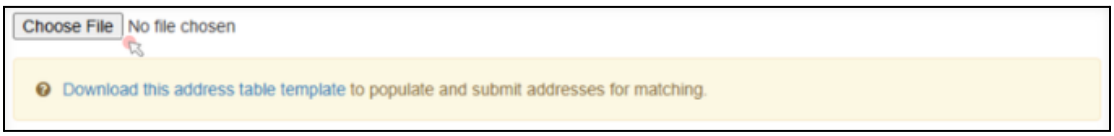
Step 1: Group your postal address dataset into batches of up to 1,000 addresses.
Step 2: Create a separate Microsoft Excel file for each address batch.

Note: The county identification tool analyzes the first 1,000 rows of data in the first tab of a spreadsheet. As a result, providers that deliver to more than 1,000 addresses must create a new spreadsheet for each batch of 1,000 addresses.

Task 2: Download the address template and upload your dataset

Step 1: Open the tool link.
Step 2: Click "Download this address table template."
Step 3: Revise your postal address dataset to match the format of the address table template.

Step 4: Click “Choose File” to find and **upload your dataset** to the tool (see image below).



Step 5: Double check that the table headers match. (Example: Address = Address).

Step 6: Click the green button “Geocode” (see image below).

Task 3: Cleaning the data, if necessary

Step 1: Find any postal address data labeled “unmatched” in the “Match Score” column.

Step 2: Manually correct all unmatched addresses. This typically occurs due to typos, conflicting address information, or listing a neighborhood name rather than the preferred USPS postal city.

Step 3: Re-upload the corrected list of postal addresses.

Step 4: Click the green button “Geocode.”

Task 4: Downloading the data

Step 1: Click “Save to CSV.”