

Heating Fuel Delivery Reporting Sheet Instructions



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What does Maryland's Heating Fuel Provider Reporting Program require?

Maryland's Heating Fuel Provider Reporting Program, which became effective on December 22, 2025, requires heating fuel providers to submit an annual report detailing the monthly amount of fuel delivered in Maryland, separated by fuel type, sector, and county.

For more details, please read the [Heating Fuel Provider Reporting Program Need-To-Know Guide](#).

What is this document telling you?

This document outlines how to enter fuel delivery data into the reporting sheet template and properly submit it to the Maryland Department of the Environment (MDE) on an annual basis in accordance with Maryland's Heating Fuel Provider Reporting Program. The appendix instructs you to use a tool to identify counties for buildings where the address doesn't include it.

What you need to report using this reporting template.

You will need Microsoft Excel to use the reporting template. The reporting template will not work with Google Sheets. If you do not have Microsoft Excel, a CSV version is available.

What should you do if you have trouble understanding this document?

For questions about sector definitions and fuel types included in this program, read the [Heating Fuel Provider Reporting Program Need-To-Know Guide](#).

For all other questions, contact the MDE Clean Heat team by email at cleanheat.mde@maryland.gov or call (410) 537-3890.

There are three main tasks to using the reporting template:

- Setting up the template
- Inputting data
- Submitting the template

Setting up the Reporting Template (Setup Sheet)

Open the reporting template in Microsoft Excel. Once open, at bottom of your screen, click the Setup Sheet. See the image below.



This sheet's purpose is to create a personalized table based on your fuels delivered and energy-consuming sectors and counties served. All of the boxes for you to input data are highlighted. A pop-up will notify you of unaccepted inputs. Follow these steps to input your information:

Step 1: **Click a highlighted cell** to select it, and a dropdown 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 assigned during the registration process.)

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).

⚠️ Tips & Best Practice ⚠️

Leave the cells blank if the category does not apply.

*If you input "Yes" for this option, more cells for data input will appear in the bottom section. Fuel details will be determined during the registration process.

^{^^}If you need support finding the counties you deliver to, see the appendix for county identification tool instructions.

Example of a filled in Setup Sheet:

What year are you reporting for 2025	Input Company Name Daria's Heating Solutions	Input Company Address 123 Main Street, Baltimore, MD 21230	Input Company ID 100		
Do you deliver Biofuels?					
Do you deliver to energy consuming sectors other than Residential, Commercial, Industrial, or Electric Power?					
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	What Fuel(s) do you deliver?	Units	Dropdown	What Sector(s) Receive Fuel?
Allegany	Yes	Biomass	Mcf	Residential	Yes
Anne Arundel		Coal	short tons	Commercial	Yes
Baltimore City		Hydrogen	Mcf	Industrial	
Baltimore County	Yes	Kerosene	gallons	Electric Power	
Calvert		Natural Gas	Mcf		
Caroline		No. 1 Fuel Oil	gallons		
Carroll		No. 2 Fuel Oil	gallons		
Cecil		No. 4 Fuel Oil	gallons		
Charles		No. 5 Fuel Oil	gallons		
Dorchester		No. 6 Fuel Oil	gallons		
Frederick		Other Fuel Oil	gallons		
Garrett		Propane	gallons		
Harford					
Howard					
Kent					
Montgomery					
Prince George's					
Queen Anne's					
St. Mary's					
Somerset					
Talbot					
Washington					
Wicomico					
Worcester					

Yes or Blank
Mark with a Yes if you DO deliver to this county. Leave this blank if you do not.

Start inputting delivered fuel-->

⚠️ Tips & Best Practice ⚠️

After selecting the counties, fuels, and energy consuming sectors relevant to your company, save a copy to use as a personalized future reporting template.

Ready to fill in your fuel delivery information? Click the shortcut in cell N10 or otherwise navigate to 'Input Sheet' at the bottom of your screen. See the image below.



Inputting data (Input Sheet)

⚠️ Warning ⚠️

Once you've begun to enter data in the Input Sheet, **do not** change anything in the Setup Sheet. Doing this will force you to restart your data entry.

Here you'll see a personalized table and begin entering data.

Note: This sheet will not be usable until you've entered at least one county, fuel, and sector in the Setup Sheet.

The Input Sheet shows all possible combinations of counties, fuel types, and energy consuming sectors that you selected in the Setup Sheet. It's organized by month.

How to use the Input Sheet:

Columns B-F are prepopulated based on information you entered in the Setup Sheet.

- **Enter** fuel delivery data by county, starting in Column G.
- **Input** “0” if a certain cell doesn’t apply to you – don’t re-do the Setup Sheet.

Submitting the Reporting Template

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.

MDE will only accept .xlsx or .csv formats. (.csv formats will be accepted only if you don't have MDE's Microsoft Excel template. The .csv format is not covered in these instructions.)

Appendix: Identifying Counties for Buildings Where the Address Doesn't Include It

You can save time identifying counties by using Maryland's county identification tool, Maryland's [BulkGeocode application](#).

There are four main actions you must take to use the county identification tool:

1. Organize your postal address dataset;
2. Download the address template and upload your postal address dataset;
3. Clean data errors, if any (this step may not apply to you);
4. Download the data created by the tool.

Task 1: Organizing 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

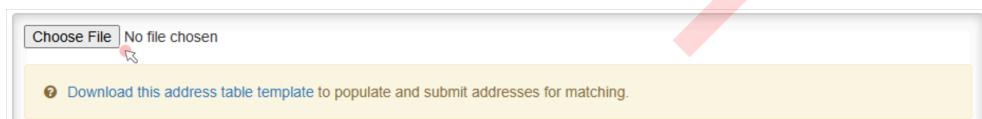
Task 2: Downloading the address template and upload your postal address dataset

Step 1: [Open the tool link](#)

Step 2: **Click** "Download this address table template"

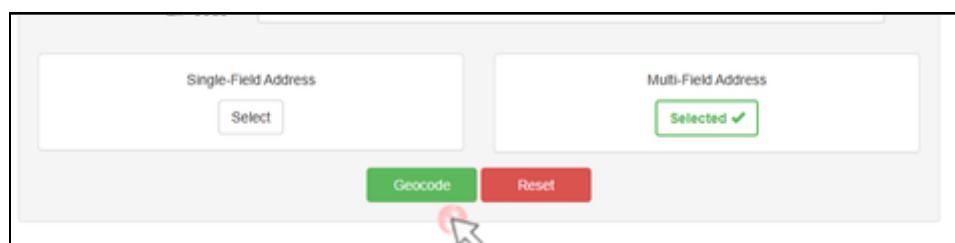
Step 3: **Revise** your postal address dataset to match the format of the address table template

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 (Tip: this usually occurs because of a typo or a neighborhood name used rather than the city, for example: “Highlandtown” used instead of “Baltimore”.)

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”

Note: This tool is maintained by the Maryland Geographic Information Office. Data used in this tool is not submitted to Maryland Department of the Environment.

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