

December 2025

Instructions begin on page 2.

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 <u>Heating Fuel Provider Reporting Program Need-To-Know Guide</u>.

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.

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 <u>Heating Fuel Provider Reporting Program Need-To-Know Guide</u>.

For all other questions, contact the MDE Clean Heat team: cleanheat.mde@maryland.gov.



Setup Sheet

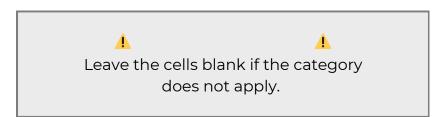
Open the reporting template in Microsoft Excel. Once open, at bottom of your screen, navigate to the Setup Sheet.



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.

Left-click a highlighted cell to select it, and a dropdown feature will appear. Click the dropdown button or type in "Yes".

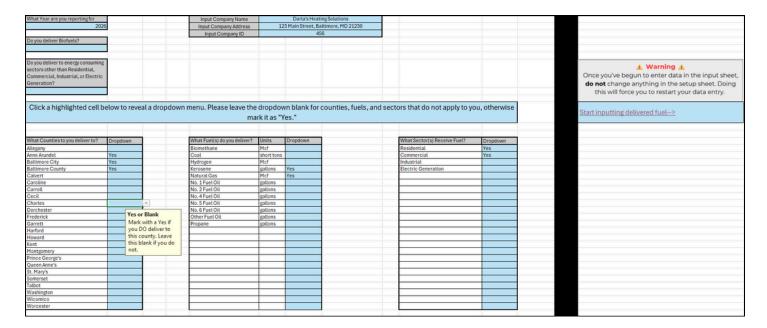
- 1. First, fill in the top section with the following information:
 - o The reporting year,
 - If you deliver any biofuels*,
 - o If you deliver to any unconventional energy consuming sectors*,
 - o Your company name, address, and MDE-assigned ID.
- 2. Next, fill in the bottom section for the following details:
 - o The specific county or counties you deliver to,
 - o The specific fuel(s) delivered, and
 - The energy consuming sector(s).



^{*}If you input "Yes" for this option, more cells for data input will appear in the bottom section.



Example of a filled in Setup Sheet:



▲ 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.





Input Sheet

Here you'll see a personalized table and the data entry begins.

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. If a certain cell doesn't apply to you, input "0" – don't re-do the Setup 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.

How to use the Input Sheet:

- Columns B-F are prepopulated based on information you entered in the Setup Sheet.
- Enter data by county, starting in Column G.

Submission

- 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".
- 2. Use the subject line "YYYY Company Name ID# HFRP"
- 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 MDE's Microsoft Excel template. The .csv format is not covered in these instructions.)