

Heating Fuel Delivery Reporting Sheet Instructions



December 2025

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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.

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: cleanheat.mde@maryland.gov.

Heating Fuel Delivery Reporting Sheet Instructions



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:
 - 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.
2. Next, 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).



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.

What Year are you reporting for?	<input type="text" value="2026"/>	Input Company Name	Dart's Heating Solutions	
		Input Company Address	123 Main Street, Baltimore, MD 21230	
		Input Company ID	456	
Do you deliver Biofuels?	<input type="text"/>			
Do you deliver to energy consuming sectors other than Residential, Commercial, Industrial, or Electric Generation?	<input type="text"/>			

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?	Dropdown
Allegany	<input type="text"/>	Biomethane	Mcf	<input type="text"/>	Residential	<input type="text"/>
Anne Arundel	<input checked="" type="checkbox"/> Yes	Coal	short tons	<input type="text"/>	Commercial	<input checked="" type="checkbox"/> Yes
Baltimore City	<input checked="" type="checkbox"/> Yes	Hydrogen	Mcf	<input type="text"/>	Industrial	<input type="text"/>
Baltimore County	<input checked="" type="checkbox"/> Yes	Kerosene	gallons	<input checked="" type="checkbox"/> Yes	Electric Generation	<input type="text"/>
Calvert	<input type="text"/>	Natural Gas	Mcf	<input checked="" type="checkbox"/> Yes		<input type="text"/>
Caroline	<input type="text"/>	No. 1 Fuel Oil	gallons	<input type="text"/>		<input type="text"/>
Carroll	<input type="text"/>	No. 2 Fuel Oil	gallons	<input type="text"/>		<input type="text"/>
Cecil	<input type="text"/>	No. 4 Fuel Oil	gallons	<input type="text"/>		<input type="text"/>
Charles	<input type="text"/>	No. 5 Fuel Oil	gallons	<input type="text"/>		<input type="text"/>
Dorchester	<input type="text"/>	No. 6 Fuel Oil	gallons	<input type="text"/>		<input type="text"/>
Frederick	<input type="text"/>	Other Fuel Oil	gallons	<input type="text"/>		<input type="text"/>
Garrett	<input type="text"/>	Propane	gallons	<input type="text"/>		<input type="text"/>
Harford	<input type="text"/>			<input type="text"/>		<input type="text"/>
Howard	<input type="text"/>			<input type="text"/>		<input type="text"/>
Kent	<input type="text"/>			<input type="text"/>		<input type="text"/>
Montgomery	<input type="text"/>			<input type="text"/>		<input type="text"/>
Prince George's	<input type="text"/>			<input type="text"/>		<input type="text"/>
Queen Anne's	<input type="text"/>			<input type="text"/>		<input type="text"/>
St. Mary's	<input type="text"/>			<input type="text"/>		<input type="text"/>
Somerset	<input type="text"/>			<input type="text"/>		<input type="text"/>
Talbot	<input type="text"/>			<input type="text"/>		<input type="text"/>
Washington	<input type="text"/>			<input type="text"/>		<input type="text"/>
Wicomico	<input type="text"/>			<input type="text"/>		<input type="text"/>
Worcester	<input type="text"/>			<input type="text"/>		<input type="text"/>

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

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.

Start Inputting delivered fuel-->

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

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Heating Fuel Delivery Reporting Sheet Instructions



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.)₄