



LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY
MIKE STRAIN DVM
COMMISSIONER



2023 Fuel Accountability Policy

LDAF's emergency fuel policy will provide complete accountability for the fuel and dispensing equipment delivered to each user. The receiving entity will request fuel through their respective Parish Office of Emergency Preparedness via WebEOC and provide detailed information to LDAF to facilitate accurate and timely delivery. State Agencies with WebEOC access may also request fuel for their agency missions. LDAF will provide fuel and equipment to qualified agencies and provide the documentation to FEMA for reimbursement. Please review the following information for the logistics of the emergency fuel support.

Administration and Logistics

A. Fuel Delivery

1. LDAF shall coordinate the delivery, storage, and dispensing of fuel upon WebEOC request from a Parish OEP so that a responding agency is provided with adequate fuel to respond to and to perform that agency's emergency functions.
 - a. LDAF shall provide a responding agency with notice of temporary and permanent fueling stations that are as conveniently located for that agency's use as circumstances permit.
 - b. LDAF shall dispense fuel to any of the responding agency's vehicles that provide the required information (date, name of agency, name and driver license number of agency personnel receiving the fuel, agency's vehicle number (if any), license plate#, fuel type, gallons or amount acquired, and signature of the agency personnel.)
 - c. LDAF may refuse fuel to a driver of an agency vehicle who does not provide the required information.
 - d. The responding agency and its personnel shall comply with all security and safety regulations imposed by LDAF at the fueling stations.

B. Requests for fuel delivery will be forwarded to LDAF through WebEOC. In addition to the request submitted on WebEOC a responding agency must supply the LDAF Fuel Desk Questionnaire as an attachment on WebEOC to LDAF to facilitate fuel delivery. Fuel desk questionnaire is attached.

C. Records of daily operations will be maintained and reported as required. iPads will be used at each fueling location so we can capture the required information. Agencies receiving fuel will be required to provide date, name of agency, name and driver license number of agency personnel receiving the fuel, agency's vehicle number (if any), license plate #, fuel type, gallons or amount acquired, and signature of the agency personnel. This information will be uploaded to the fuel entry.

LDAF remains committed to providing emergency fuel for life saving, life sustaining, and life supporting missions when the normal supplies of fuel are not available.

Any questions may be directed to the following:

Michelle W. Ribera
Director of Emergency Programs
Ph: 225-935-2152
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Michelle@ldaf.state.la.us

AGREEMENT TO 2023 LDAF FUEL ACCOUNTABILITY POLICY

_____ (Agency/Parish) has received a copy of the Fuel Accountability Policy adopted by the Louisiana Department of Agriculture and Forestry and dated 2023 as part of its ESF-11 functions for the State of Louisiana. The appropriate officials or officers of this agency have read the policy and understand it. The agency hereby agrees to abide by the requirements imposed on this agency by the LDAF Fuel Accountability Policy.

I, the undersigned, am duly authorized to sign this agreement on behalf of my agency. Signed this ____ day of _____, 2023.

Signature

Print name and title of person signing

Attachment