



LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY
MIKE STRAIN DVM
COMMISSIONER



July 2014

Fuel Accountability Policy

LDAF's emergency fuel policy that 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 also 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 the qualified agencies, bill the entities for fuel delivered, and provide the documentation to the receiving entity for their 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 provide a responding agency with as many emergency fuel stickers as that agency decides it needs. Each emergency fuel sticker shall be numbered and recorded as being given to the agency. Additional stickers will be issued by LDAF when requested by the agency.
- c. LDAF shall dispense fuel to any of the responding agency's vehicles that have an emergency fuel sticker placed on the driver's side of the front windshield. LDAF may refuse to fuel an agency vehicle that does not display an emergency fuel sticker unless confirmed authorization from the agency is received.
- d. Agency shall be responsible for the cost of any fuel obtained by a vehicle using a lost, stolen, or misappropriated emergency fuel sticker, until the lost, stolen, or misappropriated emergency fuel sticker is reported by Agency to LDAF.
- e. LDAF shall bill the responding agency for the cost of fuel dispensed to the agency, as soon as it practicable.
- f. The responding agency shall pay for all fuel used by it no later than thirty (30) days after receiving LDAF's fuel invoice.
- g. The responding agency and its personnel shall comply with all security and safety regulations imposed by LDAF at its fueling stations.

Fuel Accountability Cont.

B. Requests for fuel delivery will be forwarded to LDAF through Web EOC. In addition to the request submitted on Web EOC a responding agency must supply the following information as an attachment on WebEOC to LDAF in order to facilitate fuel delivery.

1. Fuel Request Information:

- a. Name of the incident?
- b. What is the fueling mission?
- c. What is the priority (timeline) of the fueling task?
- d. Name and complete address of agency requesting services.
- e. The agency's contact name(s); telephone, fax, and cell phone numbers; and e-mail address.
- f. Locations where fuel is to be delivered including the latitude and longitude, if available?
- g. The type of equipment needs to be refueled (e.g. vehicles, generators, bulk fuel tank, etc.).
- h. Type of fuel and quantity needed (e. g. Gas, Diesel, Av Gas, Jet-A, etc).
- i. Are there any special fueling conditions or requirements? (e. g. Length of hose required, special fittings, nozzle size, connections on tank, etc.).
- j. Are there any time or access restrictions for making the fuel delivery?

2. Bulk fuel deliveries to an existing bulk fuel storage tank:

- a. What is the capacity of the tank?
- b. What is the existing inventory and has the inventory been verified?
- c. Is the tank aboveground or underground?
- d. Will an agency or site representative be present to meet with the driver prior to unloading to verify that the tank will hold the quantity of product that was ordered?

3. Bulk fuel deliveries where the contracting vendor must provide the bulk fuel storage tank:

- a. What is the size of the tank (in gallons) being requested?
- b. What power source is available for the pump (A/C vs. D/C)?
- c. Is a forklift onsite to offload the tank?

4. Fuel billing Information:

- a. Party responsible for billing
- b. Billing address
- c. Billing POC
- d. Billing phone number
- e. Billing Authorized user
- f. Agency Number

Fuel Accountability Cont.

C. Records of daily operations will be maintained and reported as required.

1. Agencies receiving fuel will be required to complete and sign LDAF Fuel Log, which will include the following information: date, name of agency, name and driver license number of agency personnel receiving the fuel, fuel decal #, agency's vehicle number (if any), license plate #, fuel type, gallons or amount acquired, and signature of the agency personnel.

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. This policy will help to prevent duplication of benefits as the receiving entity may also claim reimbursement for equipment that includes fuel cost.

Any questions may be directed to the following:

John Walther

Director of Emergency Programs
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Emergency Fuel Branch Director
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AGREEMENT TO 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 July 2014 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 _____, 2014.

Print name and title of person signing



LOUISIANA
Department of Agriculture & Forestry
Mike Strain DVM, Commissioner

Fuel Staging Locations:
 Macro Oil Headquarters
 101 Millstone Rd
 Broussard, La. 70518
 337-839-6000

Zephyr Field
 6000 Airline Dr
 Metairie, La. 70003

I-49 Exit 35
 Grand Prairie Rest Stop

CTN Pet Shelter Locations:

Shreveport
 State Fairgrounds
 3701 Hudson Ave

Alexandria
 C Woodrow Dewitt Livestock Complex
 100 Greg Marshall Dr

Monroe
 Jim Shipp Pavilion
 420 Hwy 80 East

Bastrop
 Morehouse Activity Center
 9555 Martatt St

Haughton
 LDAF Office
 720 Covington Rd

LDAF Fuel Locations:

Baton Rouge
 5825 Florida Blvd
 225-952-8146

Hammond
 47075 N Morrison Blvd
 985-543-4024

Haughton
 740 Covington Rd
 318-945-3225

Monroe
 754 Hwy 80 East
 318-345-7595

Oberlin
 9418 Highway 165
 337-369-4978

Woodworth
 515 Forestry Rd
 318-487-5172

