

**STATE OF DELAWARE  
COMMON AND CONTRACT PETROLEUM PRODUCTS CARRIER REPORT  
REPORTING INSTRUCTIONS**

Delaware Law, Sections 5121, states that "Every railroad company, suburban or interurban railroad company, pipeline company, water transportation company, and common carrier transporting gasoline, either in interstate or in intrastate commerce, to points within the State, and...to a point in this State from any point outside this State shall report under penalty of perjury, to the Department of Transportation on forms prescribed by the Department, all deliveries of gasoline so made to points within this State."

At present, the law only requires gasoline to be reported on the monthly report. . We are requesting that as a minimum, your company also report all product codes documented on the supporting Schedule 1A, 2A, and/or 3A.

A report is required to be completed and filed even if there was no Delaware reportable activity. Late filed reports will result in penalties of \$5.00 per day up to a maximum of \$25.00 per report. Reports are due on or before the 25th of the calendar month immediately following the month covered by the report. All reports must be U.S. postmarked on or before the 25th of the calendar month immediately following the month covered by the report. Should there be any questions, please contact the division at (302) 744-2711.

The division now accepts reports by E-Mail sent to the compliance mailbox at the following address: ([dot.autocompliance@state.de.us](mailto:dot.autocompliance@state.de.us)). The report and detail must either be in Excel format and/or Excel compatible, and all required information must be included. However, the signed paper cover sheet must still be mailed with the total gallons documented for each schedule types.

**COVER SHEET LINE INSTRUCTIONS**

- LINE 1** - Schedule 1A - Document the total gallons for all deliveries of fuel loaded within the State of Delaware for delivery to locations outside the state (exports).
- LINE 2** - Schedule 2A - Document the total gallons for all deliveries of fuel loaded out-of-state and delivered to locations within the State of Delaware (imports).
- LINE 3** - Schedule 3A - Document the total gallons for all deliveries of fuel loaded and delivered to locations within the State of Delaware (intrastate).
- LINE 4** - Total gallons transported - Add up the gallons documented in Line 1 thru Line 3 and record total on this line.

**SCHEDULE COLUMN INSTRUCTIONS**

- Column 1 & 2** - Person Hiring the Carrier - Enter the name and FEIN of the company that hired the carrier.
- Column 3 & 4** - Seller - Enter the name and FEIN of the company from whose account the fuel was withdrawn at the terminal/rack.
- Column 5** - Mode of Transport - Enter one of the following:  
J = Truck    R = Rail    B = Barge    PL = Pipeline    S = Ship
- Column 6** - Origin - Enter the city and/or state or country shown on the delivery document (bill of lading, manifest or other loading document issued by the terminal operator) where the petroleum product is loaded for each delivery.
- Column 7, 8 & 9** - Delivered to - Enter the name, address and FEIN of the final delivery point. If delivered to a terminal, enter the terminal name, address & terminal code.
- Column 10** - Date Delivered - Enter the date the petroleum product was delivered for each delivery (MM DD YY).
- Column 11** - Document Number - Enter the identifying number from the document issued at the terminal when product is removed over the rack. In the case of pipeline or barge movements, enter the pipeline or barge ticket. For ship, enter the manifest, nomination number, or other identifying number for the transaction.
- Column 12** - Gallons - Enter the number of gross gallons delivered for each delivery.

If you have additional questions on reporting, please contact the division at (302) 744-2711.