

MANAGEMENT MEMO

NUMBER: MM12-05
DATE ISSUED: MAY 18, 2012
EXPIRES: UNTIL RESCINDED
ISSUING AGENCY: DEPARTMENT OF GENERAL SERVICES

SUBJECT:
MAXIMIZING ALTERNATIVE FUEL USE AND REDUCING PETROLEUM CONSUMPTION IN THE STATE FLEET

REFERENCES: PUBLIC RESOURCES CODE §25722.5 (d); §25722.5 (e) AND §25722.8; EXECUTIVE ORDER B-2-11

Purpose This Management Memo reinforces the obligation that each State office, agency, and department maximizes the use of alternative fuels and reduces or displaces petroleum consumption within their respective vehicle fleets.

Background Public Resources Code §25722.5 (d) states that “[t]o the maximum extent practicable, each state office, agency, and department that has bifuel natural gas, bifuel propane, and flex fuel vehicles in its vehicle fleet shall use the respective alternative fuel in those vehicles.”

Executive Branch departments and agencies have reported that there are more than 9,000 flex fuel vehicles in the State fleet representing approximately 24 percent of the State’s passenger vehicles. These vehicles can operate on gasoline, E85 ethanol fuel, or any combination of the two.

Public Resources Code §25722.5 (e) and (f) requires each State office, agency and department to report to DGS their total annual consumption of gasoline and diesel fuel, alternative fuels, and the total annual vehicle miles traveled by vehicles in the State fleet. Executive Order B-2-11 also directs department and agency heads to provide monthly updates of their vehicle and mobile equipment information that is presently being collected by the DGS.

Policy Department and agency heads shall:

1. Implement internal policies to ensure that drivers of alternative fuel vehicles are compelled to use alternative fuels in those vehicles whenever feasible. The DGS Office of Fleet and Asset Management’s alternative fuel web site contains links to alternative fuel locations throughout California, see link: <http://www.dgs.ca.gov/ofam/Programs/FARS/AFVP.aspx>
2. Require State employees driving flex fuel vehicles to use E85 fuel when filling up at a station where E85 fuel is available.

STATE ADMINISTRATIVE MANUAL

3. Become familiar with *The California Action Plan for Reducing or Displacing the Consumption of Petroleum Products by the State Fleet* and take steps to implement those actions necessary to reduce or displace petroleum consumption to meet the legislative goals, see link:
<http://www.documents.dgs.ca.gov/ofa/AB236Report2010.pdf>
 4. Ensure that the DGS is provided with accurate and timely fleet and fuel data to report to the Governor, the Legislature and federal Department of Energy.
 5. Actively monitor your respective organizations' petroleum consumption, alternative fuel use and fleet reports and adjust your practices accordingly to ensure that these measures are being achieved.
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Original Management Memo signed by Fred Klass, Director DGS

Signature

Fred Klass, Director
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