



Records Requirements for Liquid Fuel Deliveries

BUREAU OF WEIGHTS AND MEASURES

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RESOURCES

Wis. Statute ch. 98
<https://docs.legis.wisconsin.gov/statutes/statutes/98>

Wis. Admin. Code ATCP 94
https://docs.legis.wisconsin.gov/code/admin_code/atcp/090/94

Wis. Statute ch. 168
<https://docs.legis.wisconsin.gov/statutes/statutes/168>

Liquid fuel wholesalers/transporters are required under Wisconsin law to provide the following information on the paperwork provided with liquid fuel deliveries:

- Receipt date of shipment to verify inventory records.
- Name or grade of fuel delivered.
- Quantity of fuel delivered/received in gallons without temperature correction.
- Certification of automotive fuel rating for deliveries to a retail outlet, for example:
 - For gasoline, the octane as determined by $(RON+MON)\div 2$
 - For ethanol flex fuels, the numerical value representing the volume percentage of ethanol in the fuel followed by the percentage sign and then by the term "ETHANOL"
 - For biodiesel blends containing more than 5 percent and no greater than 20 percent biodiesel by volume, the capital letter "B" followed immediately by the numerical value representing the volume percentage of biodiesel in the fuel (e.g., "B20") and then by the term "Biodiesel Blend"
- Accurate identification of the type of oxygenate and maximum percentage by volume contained in the fuel for all fuels containing 1% or more by volume of oxygenate.

This information may be on delivery tickets, bills of lading, waybills, bills of sale, or other documentation that is provided to the person receiving fuel at the time of delivery. Anyone receiving fuel must have this information to ensure that fuel is properly labeled for re-sale or retail.

These records must be kept by retailers, wholesalers, and transporters for 10 years and made available to state inspectors. Inspectors would most commonly request these records to investigate and verify octane ratings, ethanol content, inventory records/levels, and fuel sources.

Gasoline, kerosene, fuel oil, diesel fuel or alternative fuels sold via a vehicle tank meter must include a delivery ticket printed from the meter's ticket printer that includes the following per [Wis. Stat. Ch. § 98.225](#):

- Name and address of seller
- Name and address of purchaser
- Description of liquid fuel delivered
- Meter reading showing volume of liquid fuel delivered

Vehicle tank meters (VTM) are required by [Wis. Stat. Ch. § 98.224\(2\)](#) to be licensed by DATCP. For more information on VTM licensing, please visit our website here: https://datcp.wi.gov/Pages/Programs_Services/VehicleTankMeter.aspx