



Records Requirements for Liquid Fuel Deliveries

BUREAU OF WEIGHTS & MEASURES

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RESOURCES

Wis. Admin. Code ATCP 94:
https://docs.legis.wisconsin.gov/CODE/ADMIN_CODE/ATCP/090/94

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

Wis. Stat. 98:
<http://docs.legis.wisconsin.gov/statutes/statutes/98/246>

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 in order to verify inventory records as required by [Wis. Admin. Code § ATCP 94.330\(2\)](#)
- Name or grade of fuel delivered as required by [Wis. Admin. Code § ATCP 94.300\(3\)\(a\)](#)
- Quantity of fuel delivered/received in gallons without temperature correction as required by [Wis. Stat. Ch. § 98.246\(2\)](#)
- Certification of automotive fuel rating for deliveries to a retail outlet as required by [Wis. Admin. Code § ATCP 94.300\(3\)\(a\)](#). A few examples of automotive fuel rating are:
 - 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"
- Statement of ethanol content as required by [Wis. Admin. Code 94.210\(1\)\(f\)](#)

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 in order 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 per [Wis. Admin. Code § ATCP 94.330\(3\)](#). Inspectors would most commonly request these records in order 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